

How to prepare your files for competition using...

# PHOTOSHOP ELEMENTS 14

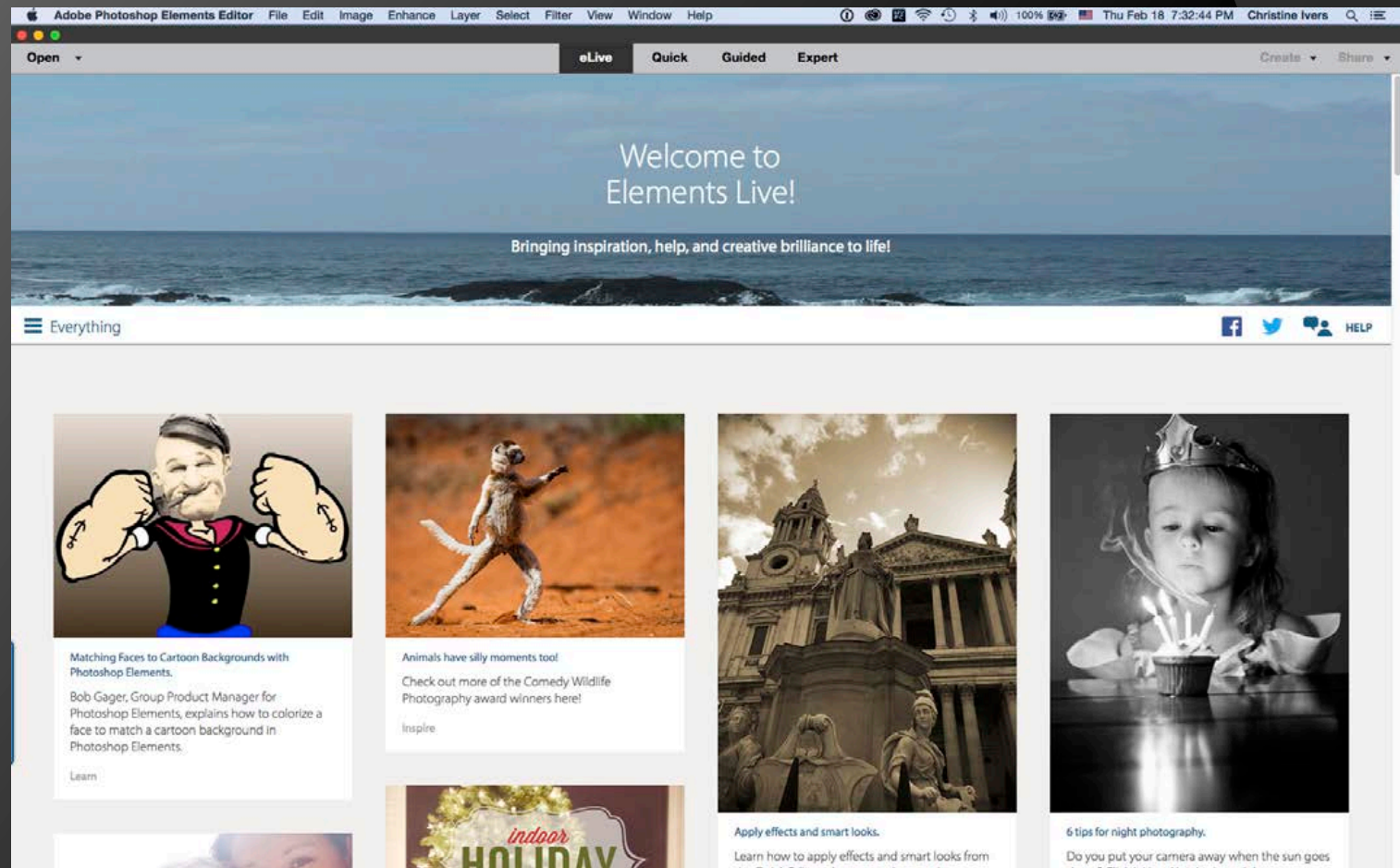
Many thanks to Margaret Carter  
Baumgartner for the use of her portrait  
painting in this demonstration.

# Before you do anything!

- **MAKE A NEW FOLDER** TO HOLD YOUR FILES OF THIS PHOTO!  
Put the photo of your painting in this folder and name it.
- This folder will hold the original image and any files that you will save for future competitions.

# Open the program.

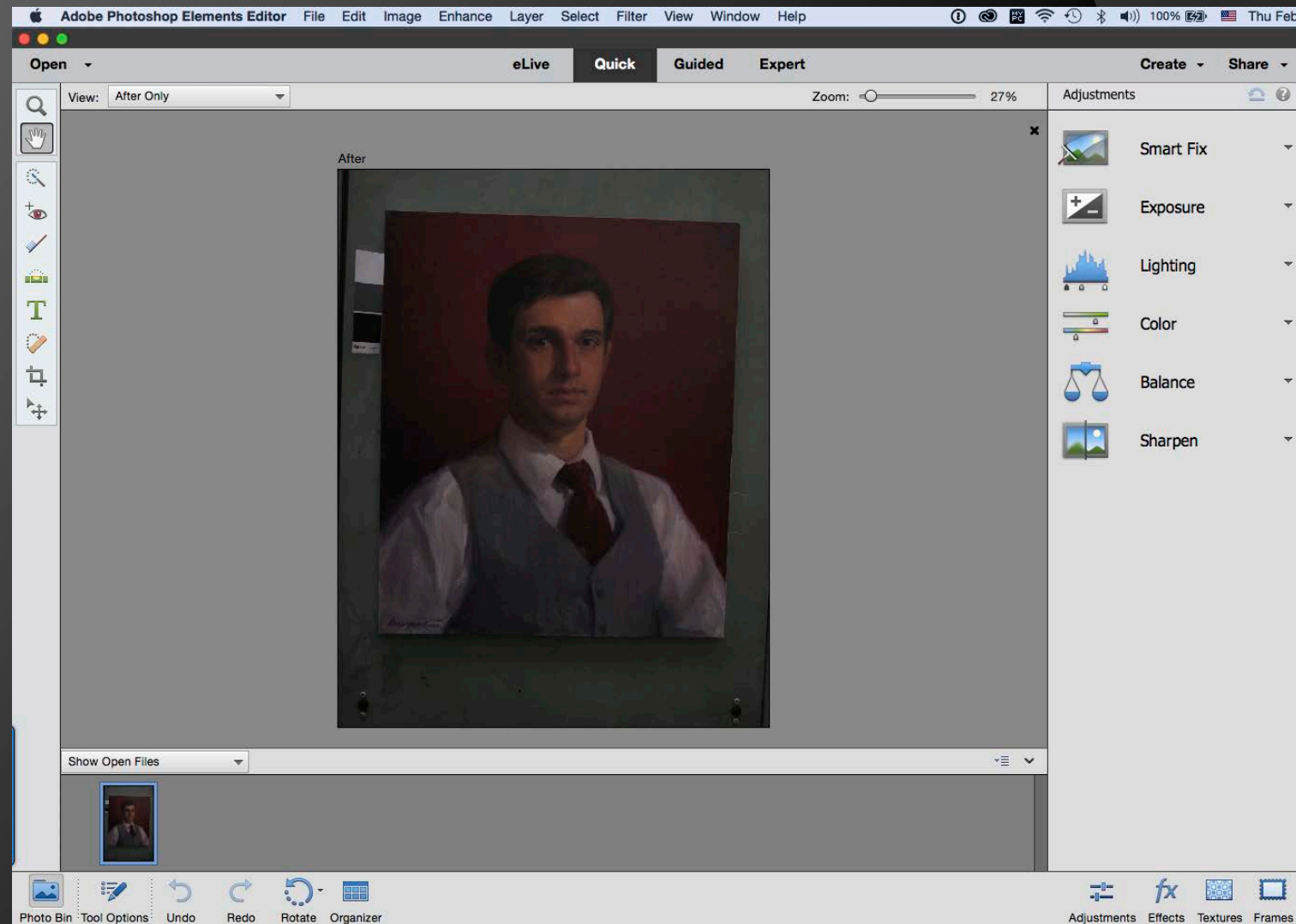
- When you first open Elements, you will see this window.



# Open the file.

- From the top menu bar, **click and hold FILE**, then scroll down to **OPEN** and click. Find your photo and double click on that. It will open up in Elements and look like this.

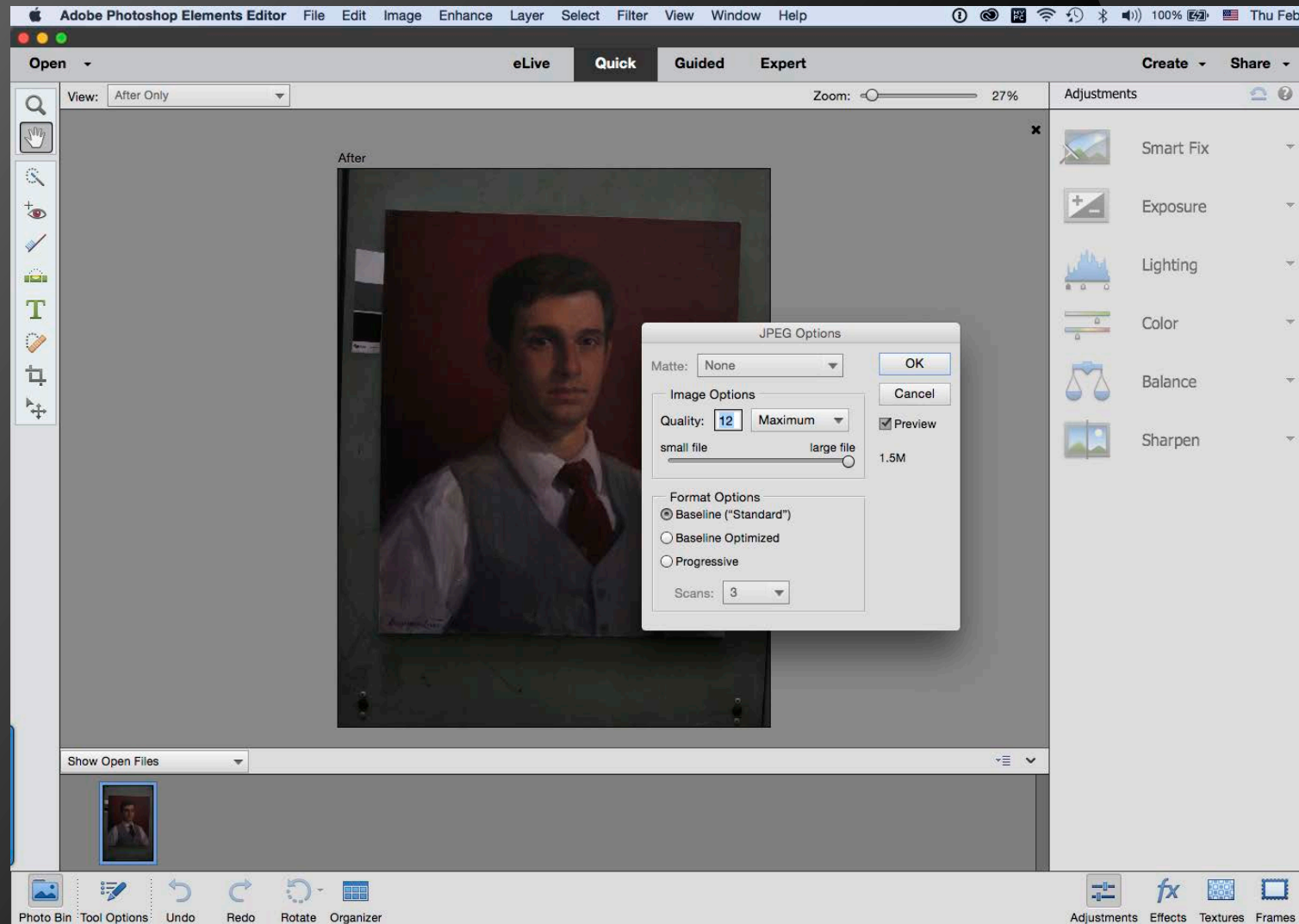
**Note:** This is the default setting in Elements. When you first open your file it will normally look like this.



# “Save As” the file.

- From the top menu, click on File, hold down and scroll to **Save As**. Click and rename your painting. Save it in the folder you created at the beginning.

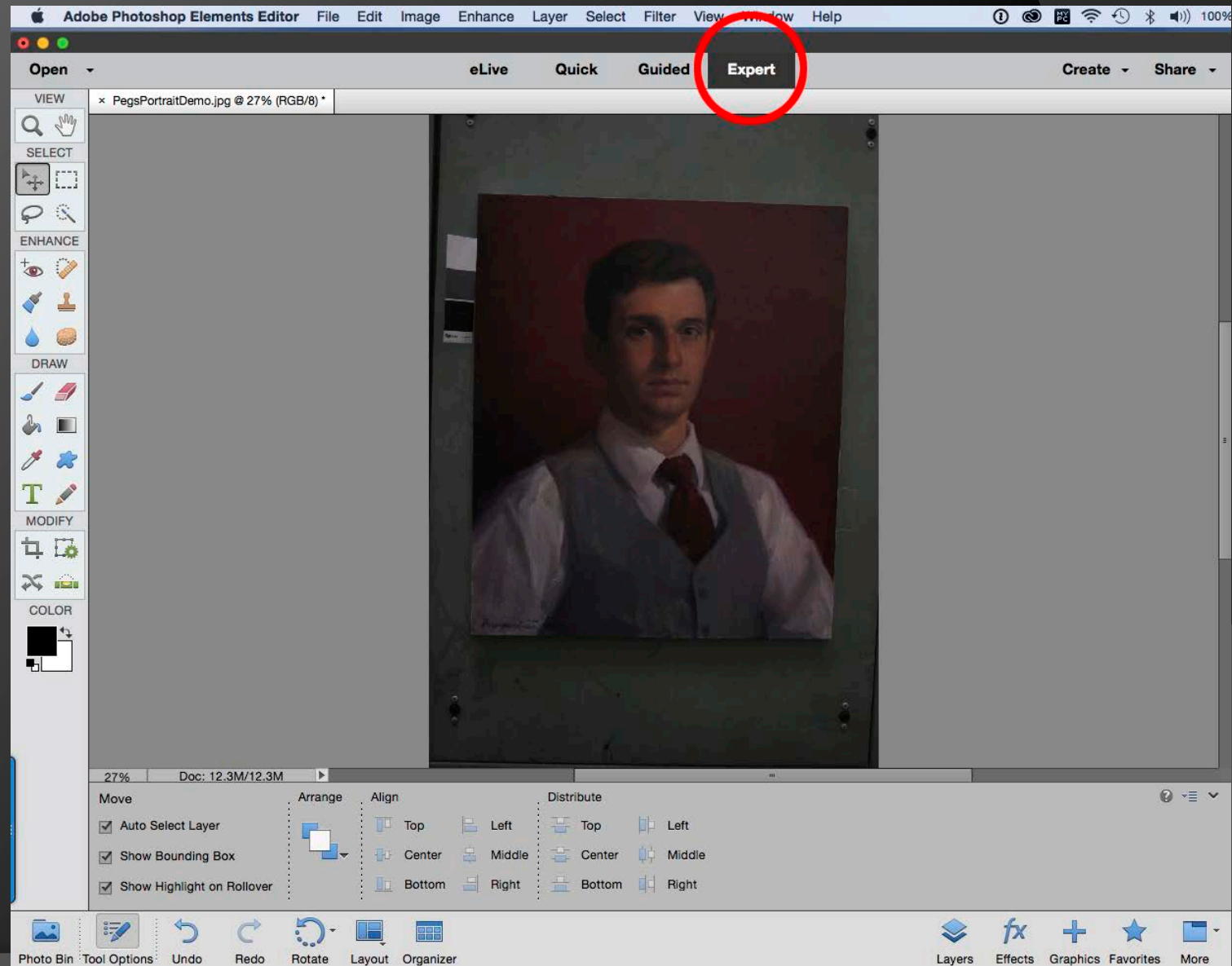
- In the JPEG Options box type in Quality: 12 or scroll to Maximum. Hit OK.





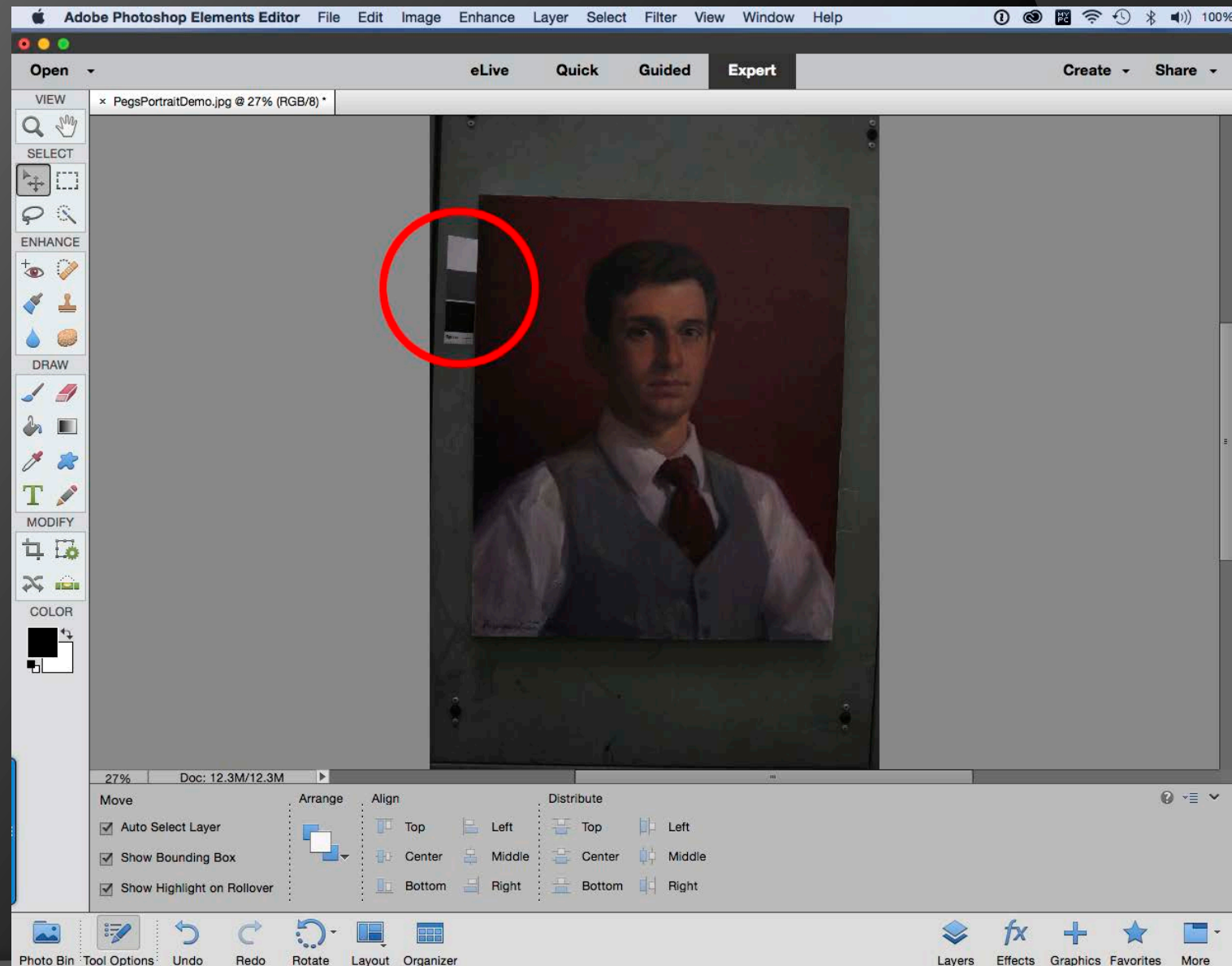
# Change the setting.

- Click on the **Expert** button on the top of the window.



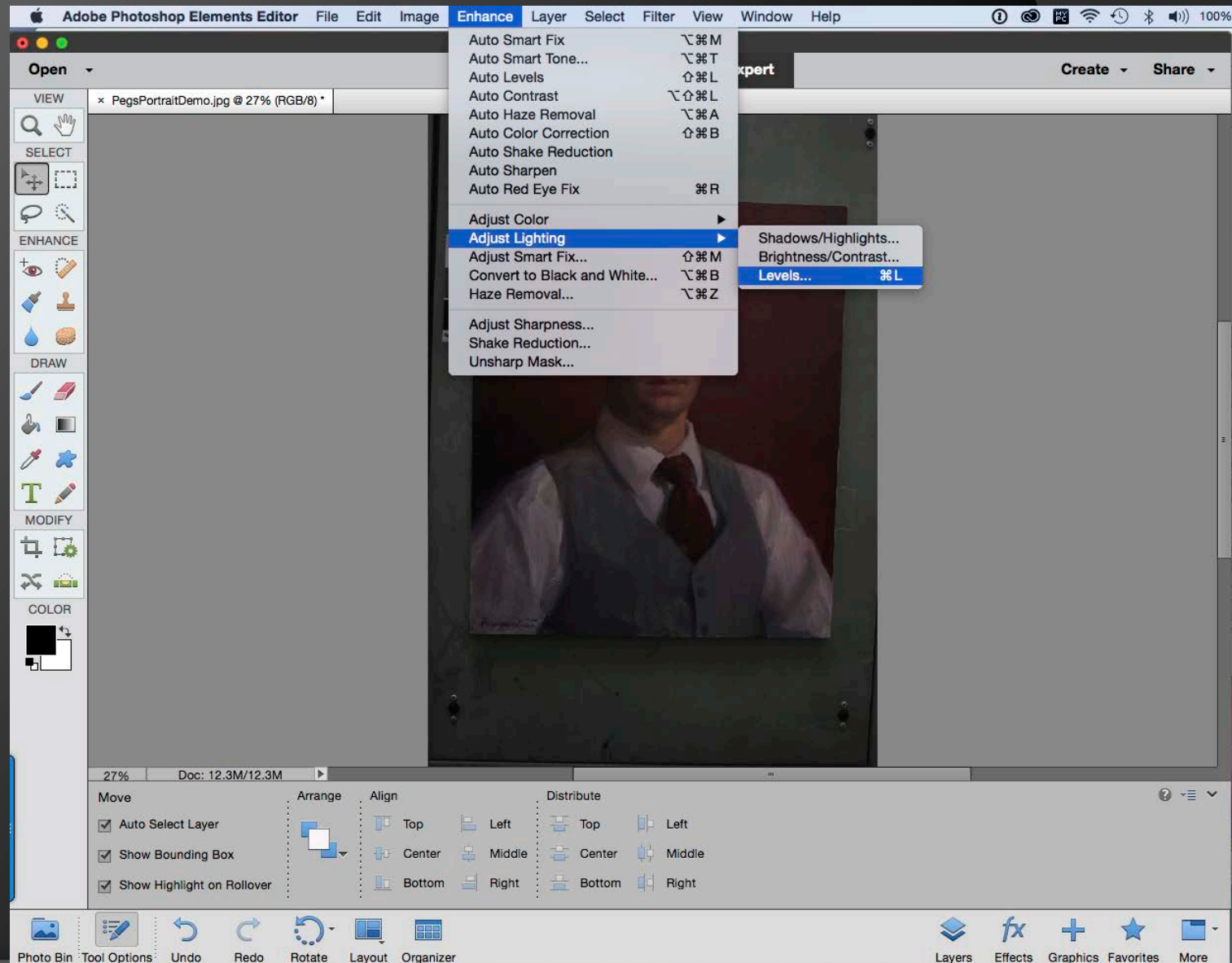
# Notice the “White Card.”

- The card that is circled is called a photographer's White Balance Card. **You do not have to own one to correct your color balance.**
- Just tape a piece of white paper or a totally white index card somewhere within the area that the picture will be taken. Make sure your photograph this along with your painting.



# Correct the Levels.

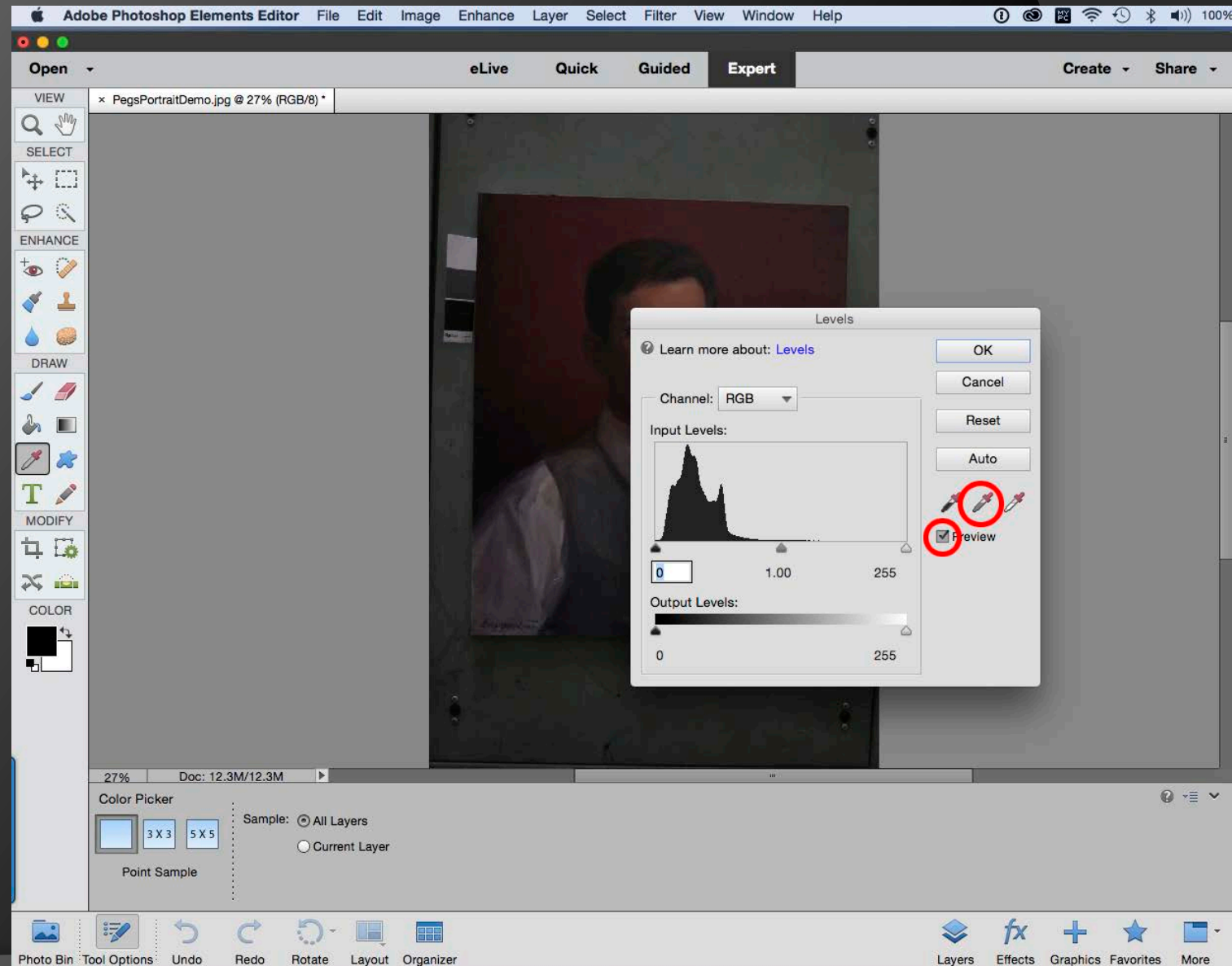
- To correct the White Balance (and color) in your file, go to the top menu and click on **ENHANCE**, scroll down to **ADJUST LIGHTING**, highlight **LEVELS...** and click on this.





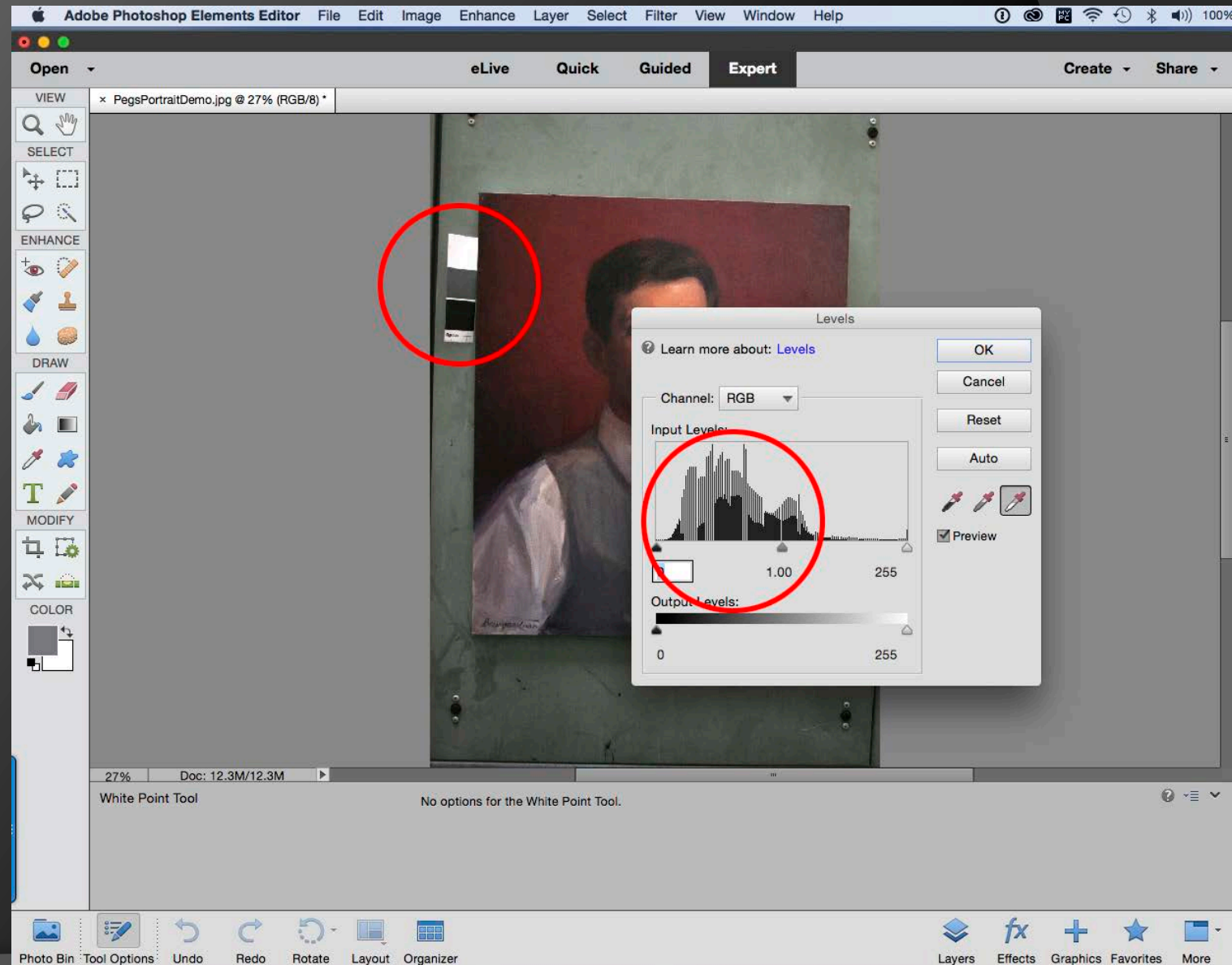
# Correct the Levels.

- Notice the thing that looks like a mountain in the dialog box. This is called a Histogram. It tells you how the colors/white balance look in your image.
- First click on the **GRAY** eyedropper and then click on the GRAY part of the card.



# Correct the Levels.

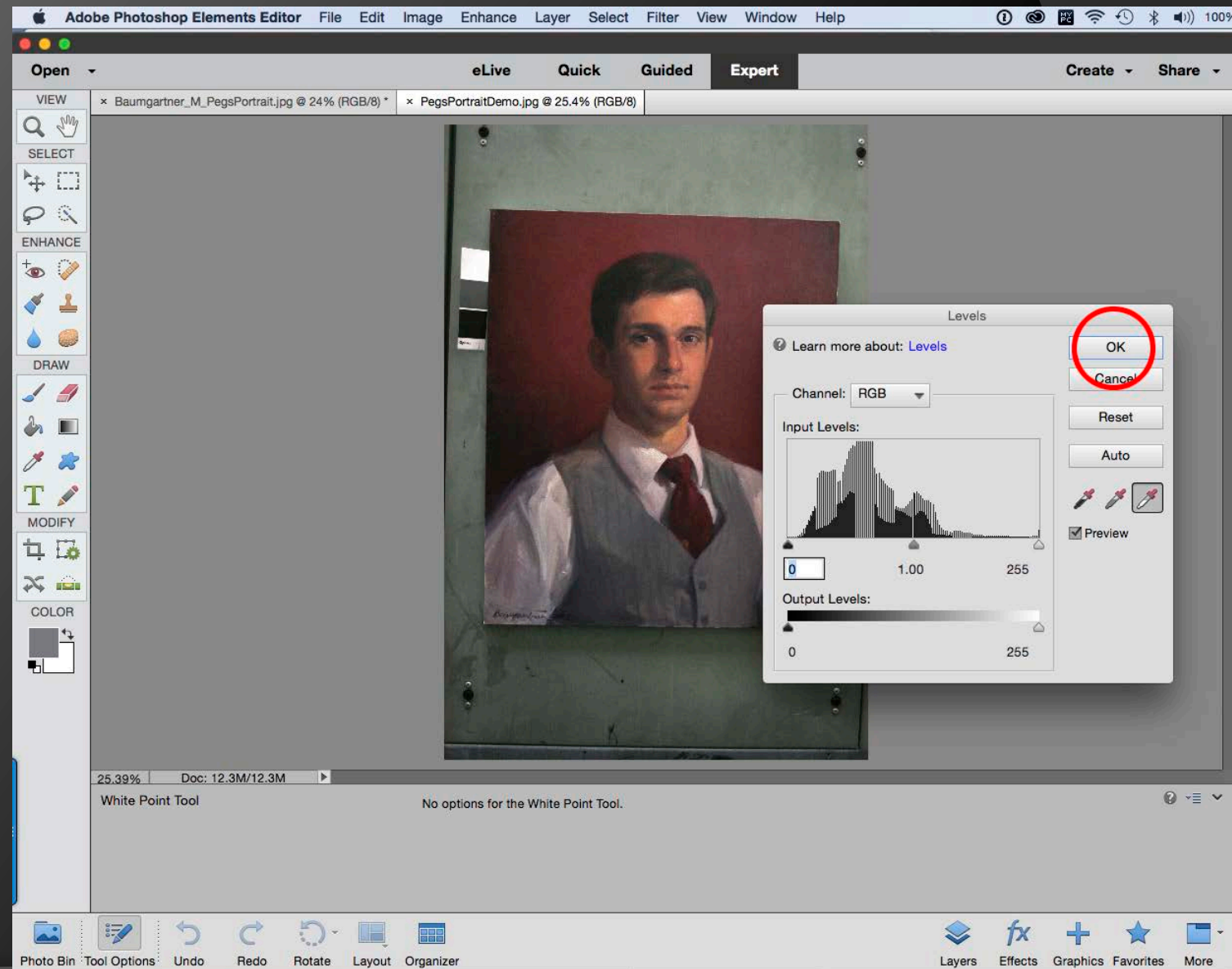
- Now take the dropper and click it on the white part of the card or any other white item you have shot with your picture.
- Notice how this one action has changed the Histogram.



# See the difference.

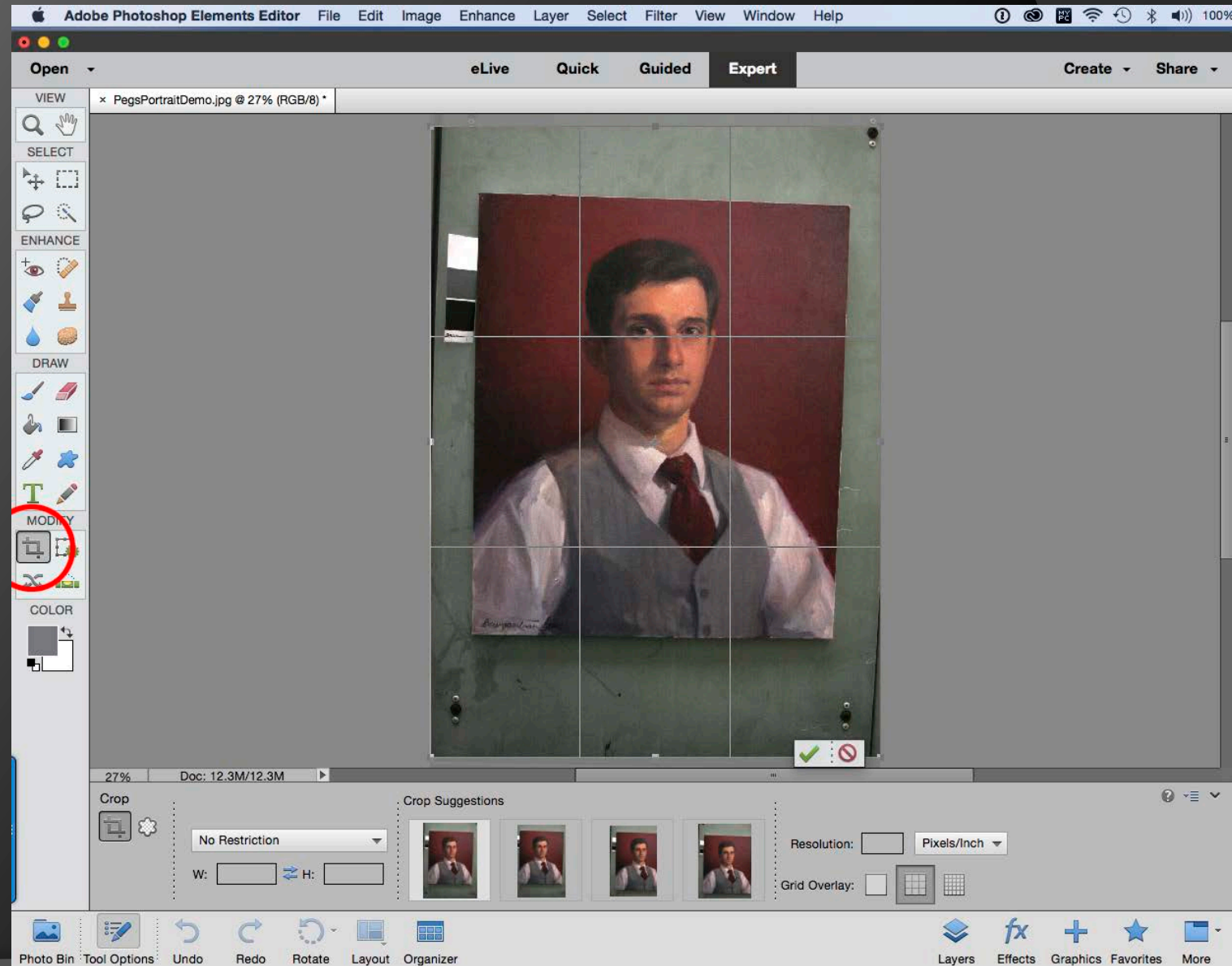
Note how this one action has brought the color into near perfect light.

Hit OK.



# Crop the photo.

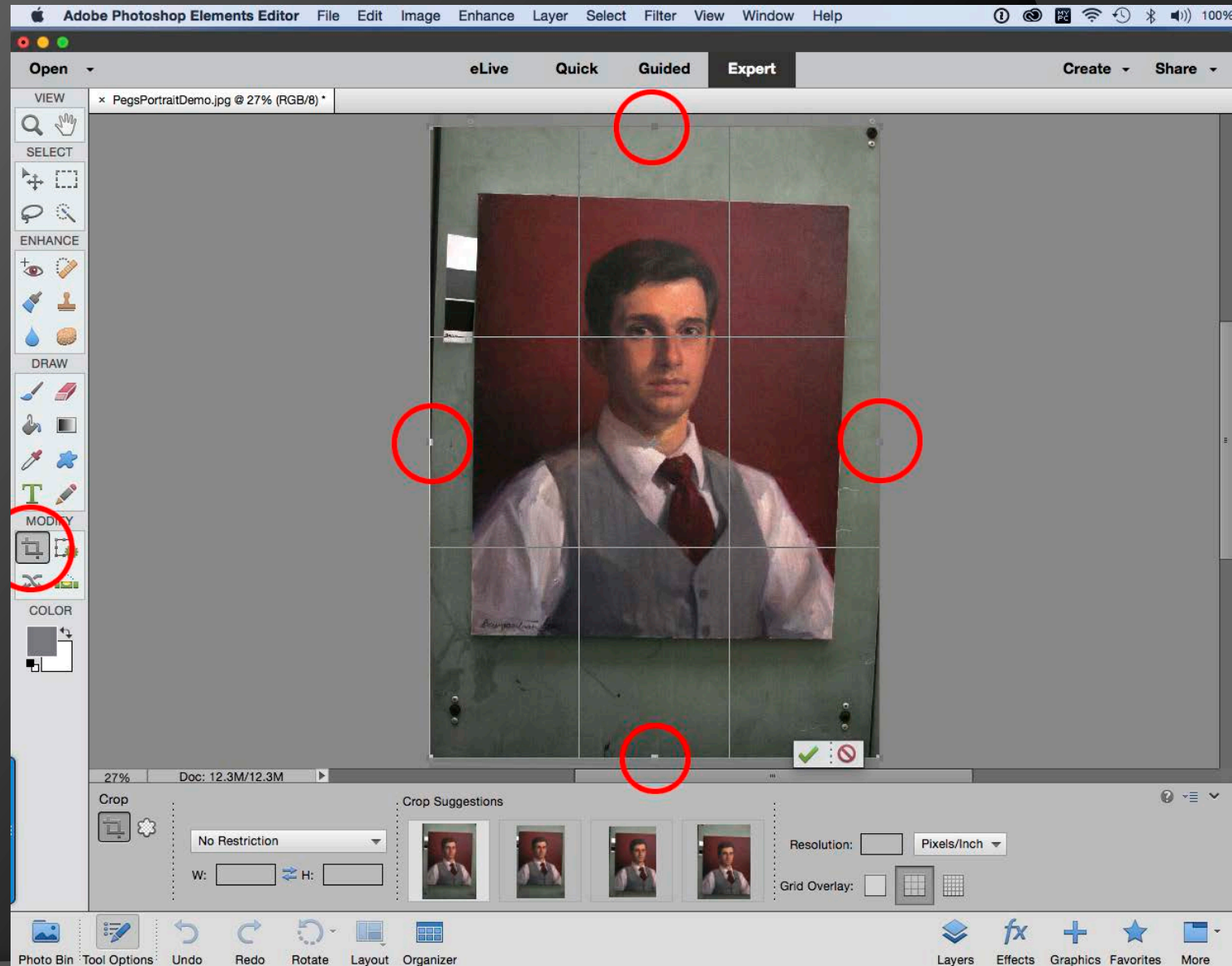
- Now click on the crop tool in the left hand tool bar.





# Crop the image.

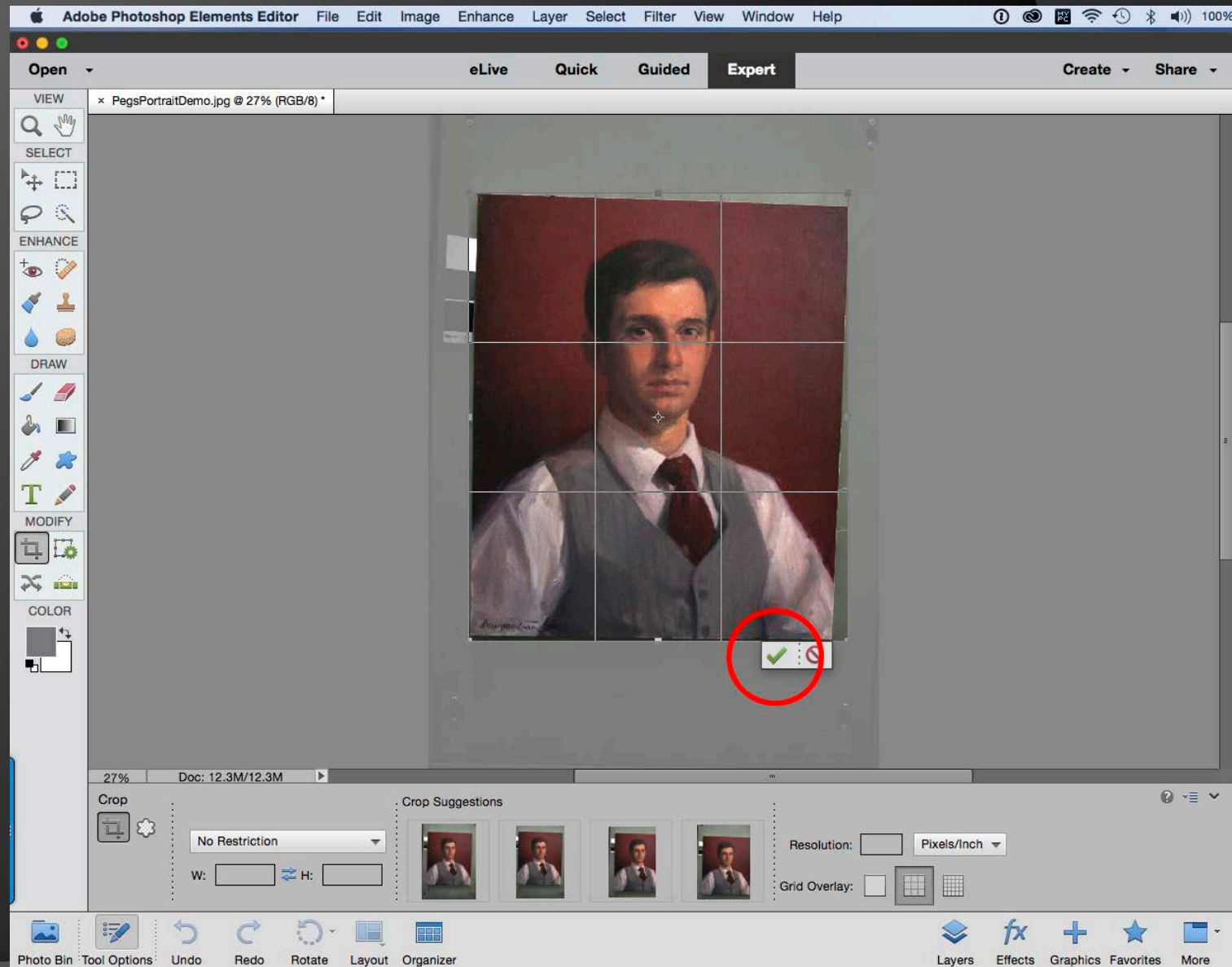
- Notice the little “Handles” on the sides and corners of the grid.
- With your cursor on one of the middle handles, drag the grid to the highest point of the painting on that side. Do this with all four sides of the grid.
- DO NOT CROP INTO THE PAINTING. We will fix that.





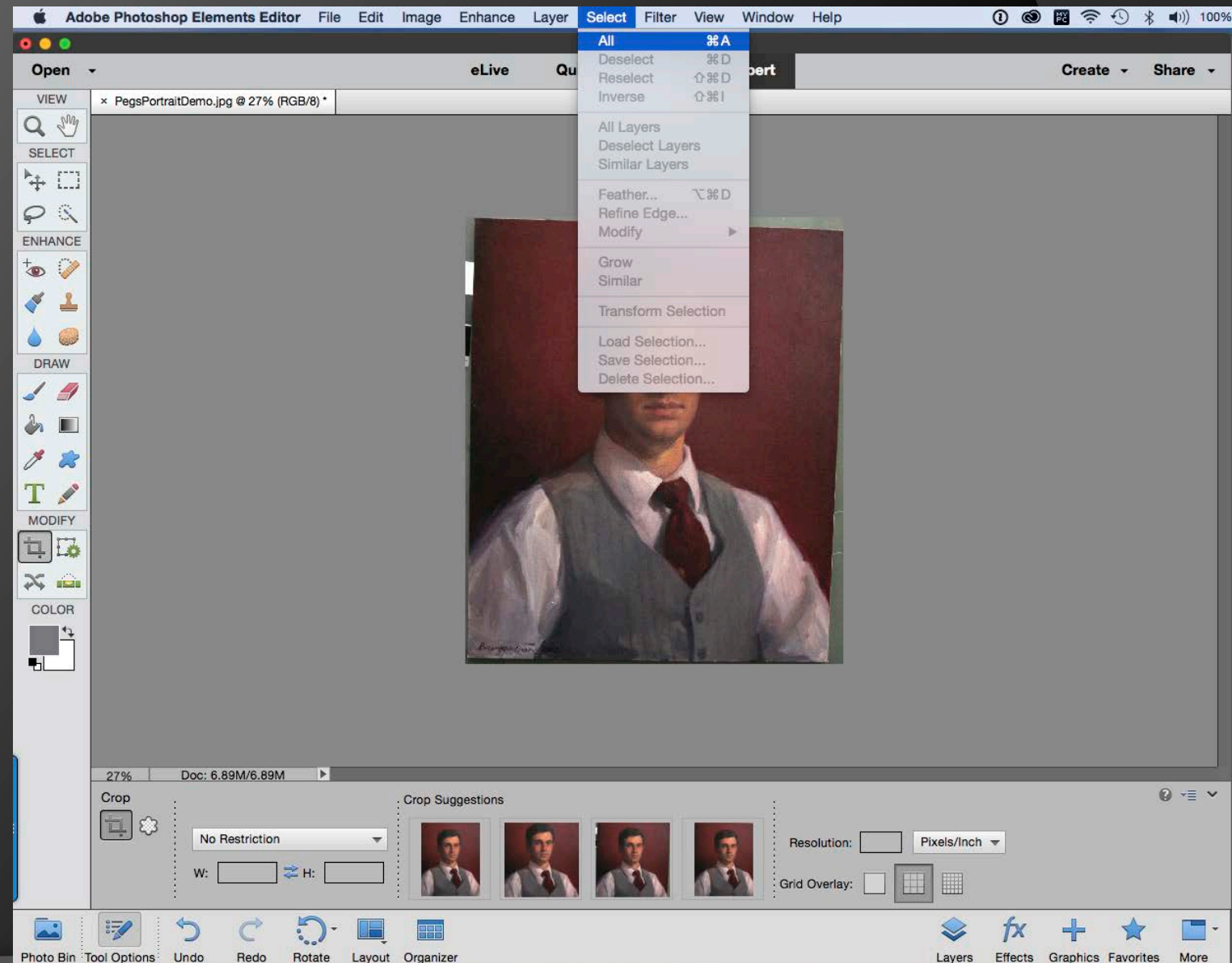
# Finalize the crop.

- Now just click the green check mark as shown.



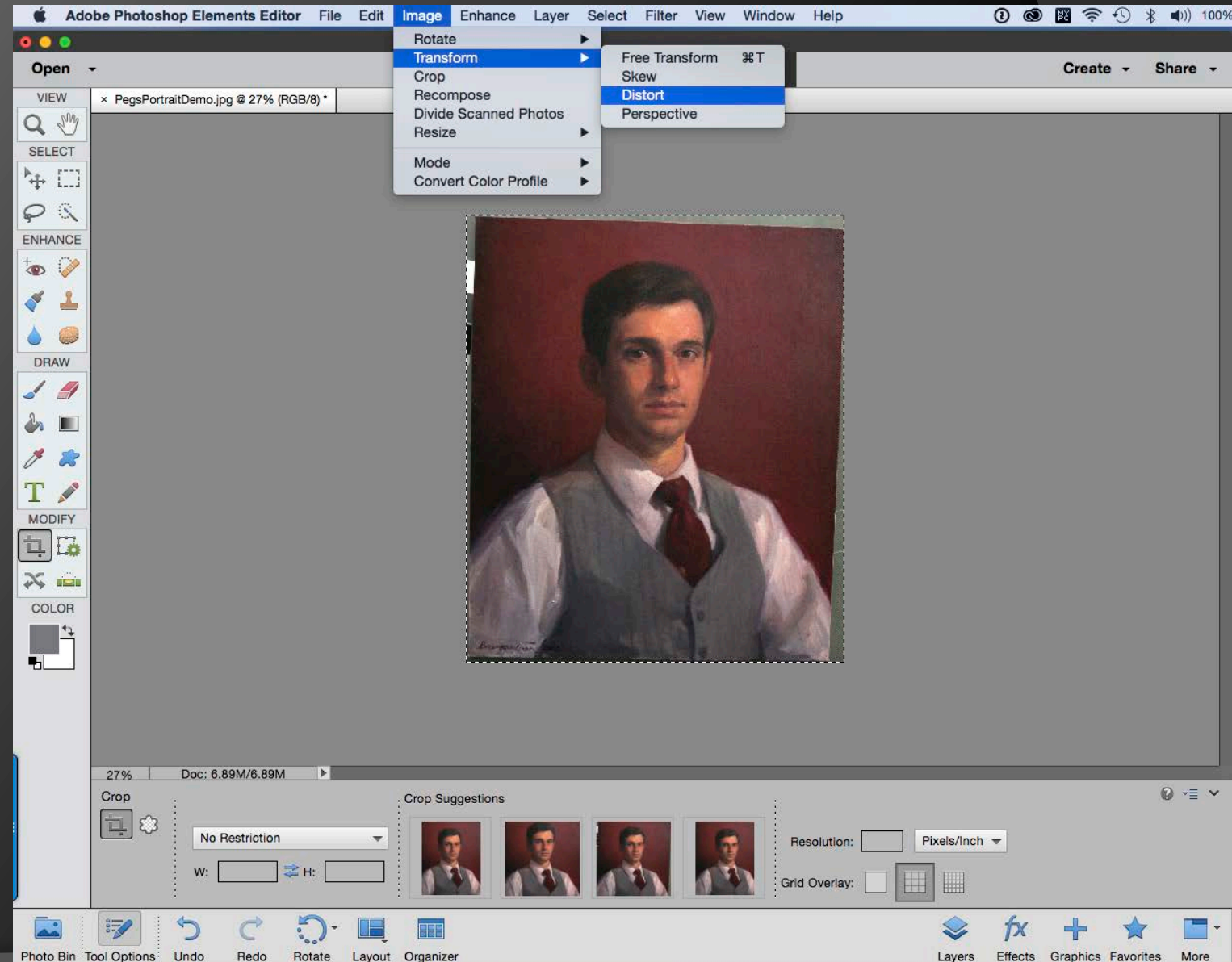
# Select the entire image.

- From the top menu, click on **SELECT**, scroll down to **ALL** and click.
- A dashed line will then show up around the image. It will “crawl” around the image like a snake. This is correct, so do not be alarmed.



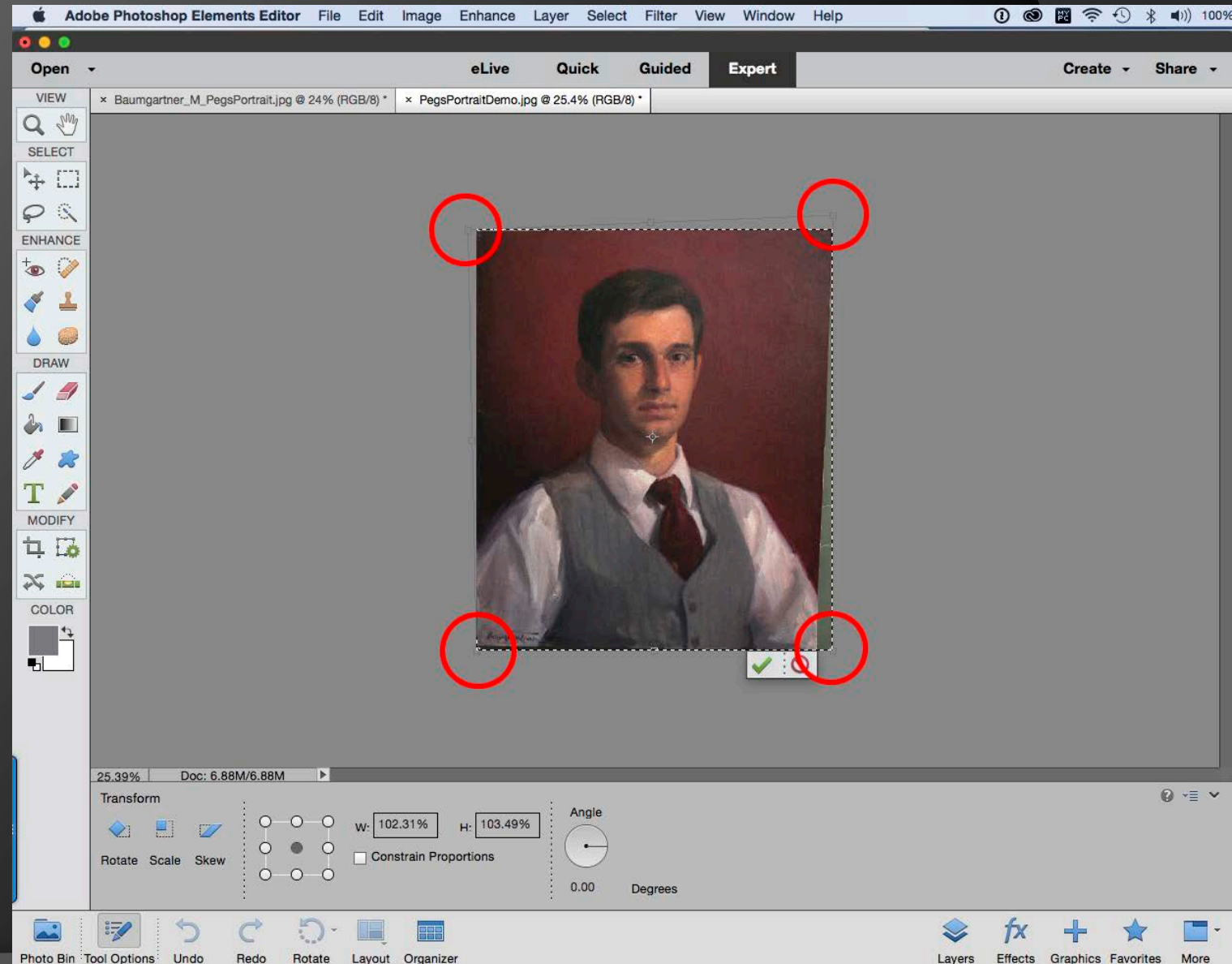
# Correct the distortion.

- Now we will start to correct that crooked image. This is easier than you think!
- From the top menu click and hold down **IMAGE**. Scroll down to **TRANSFORM** and select **DISTORT** as shown.



# Correct the distortion.

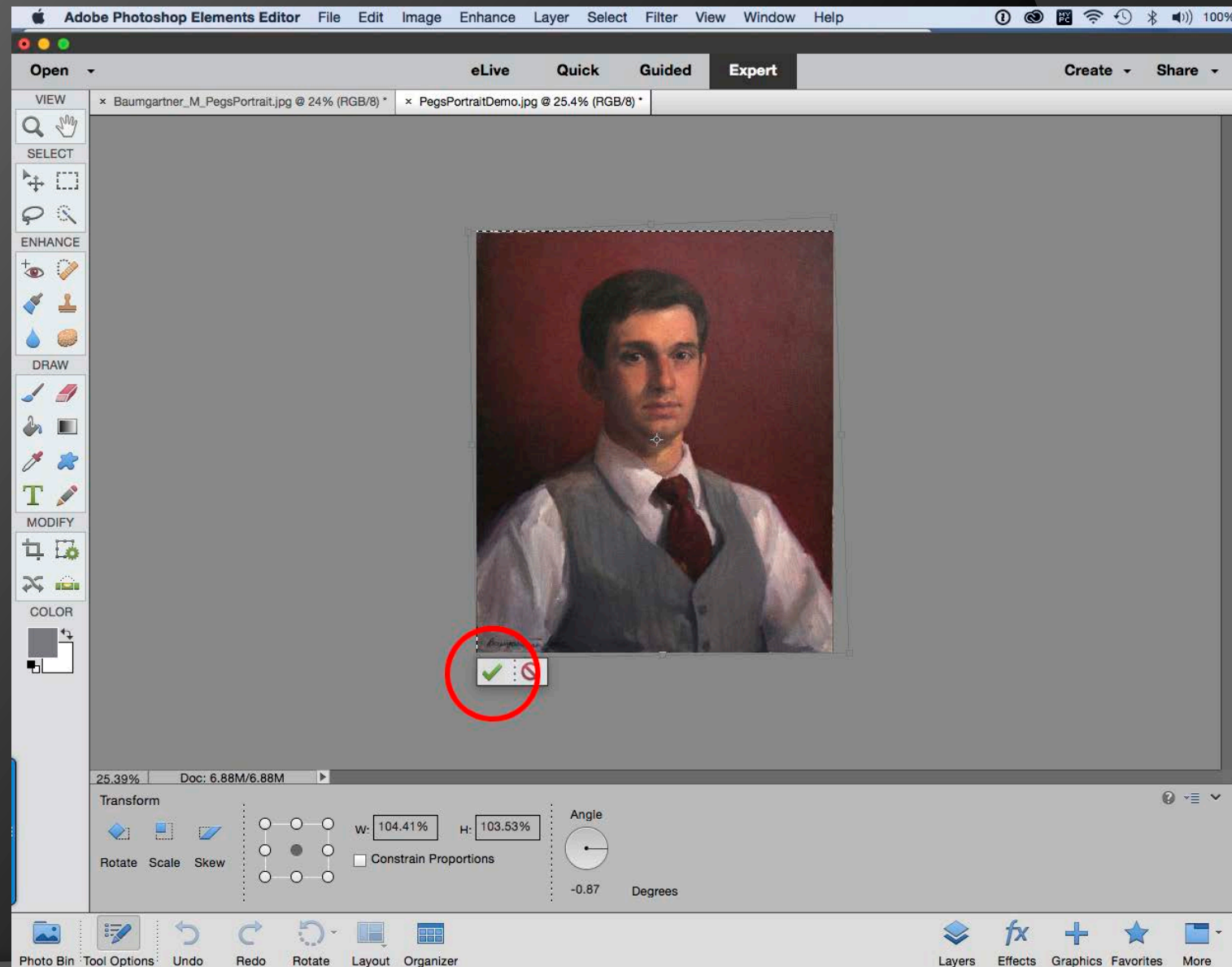
- Notice the little “handles” show up once again.
- Now take your cursor, and one by one, click and hold one of the little square “handles.”
- At the same time, hold the Shift Key down and drag the handle in a horizontal or vertical direction to correct the distortion. Do this for any corner that doesn't line up in the frame.





# Transforming the image.

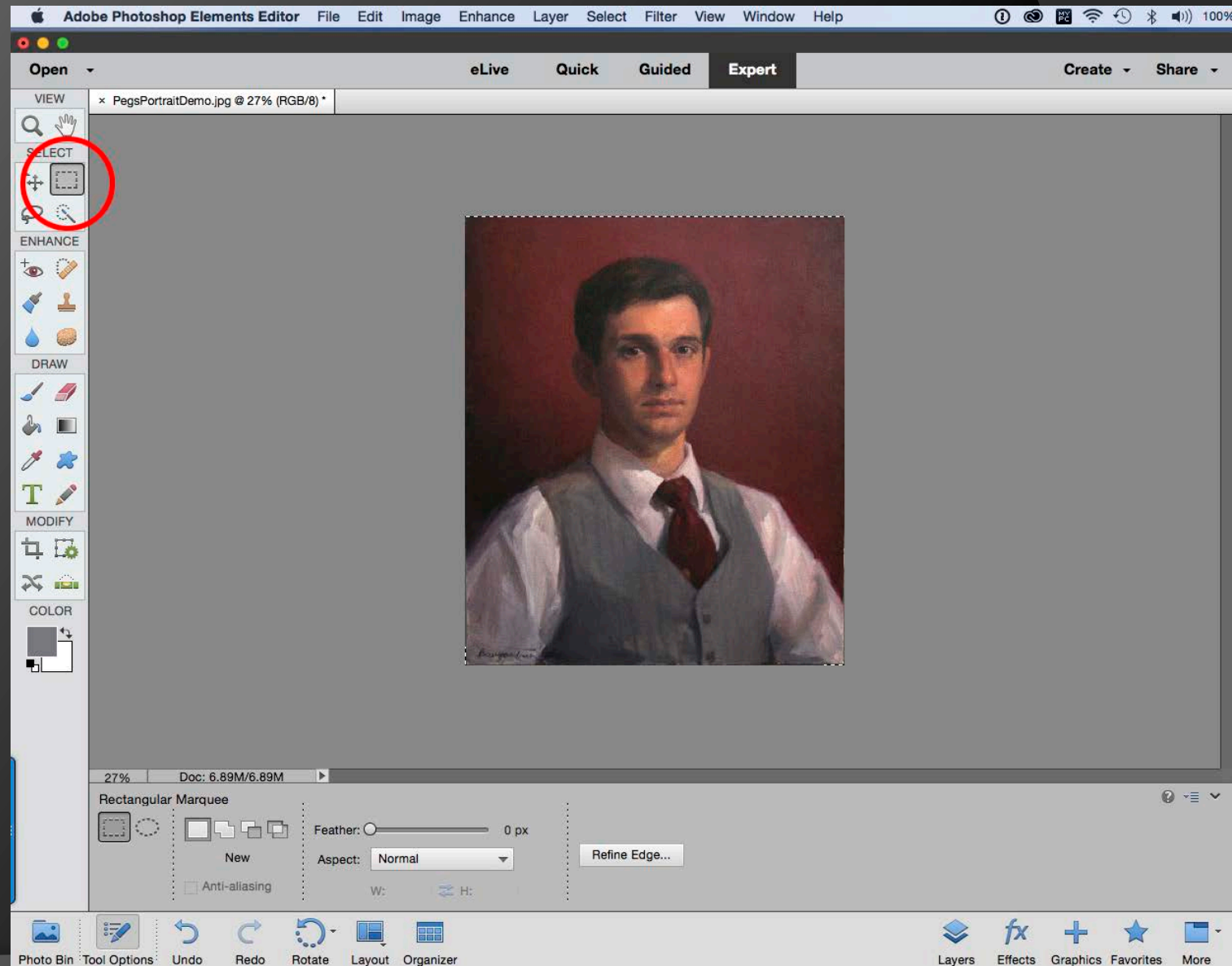
- After fixing the distortion, **click the green checkmark** to commit to the transformation.





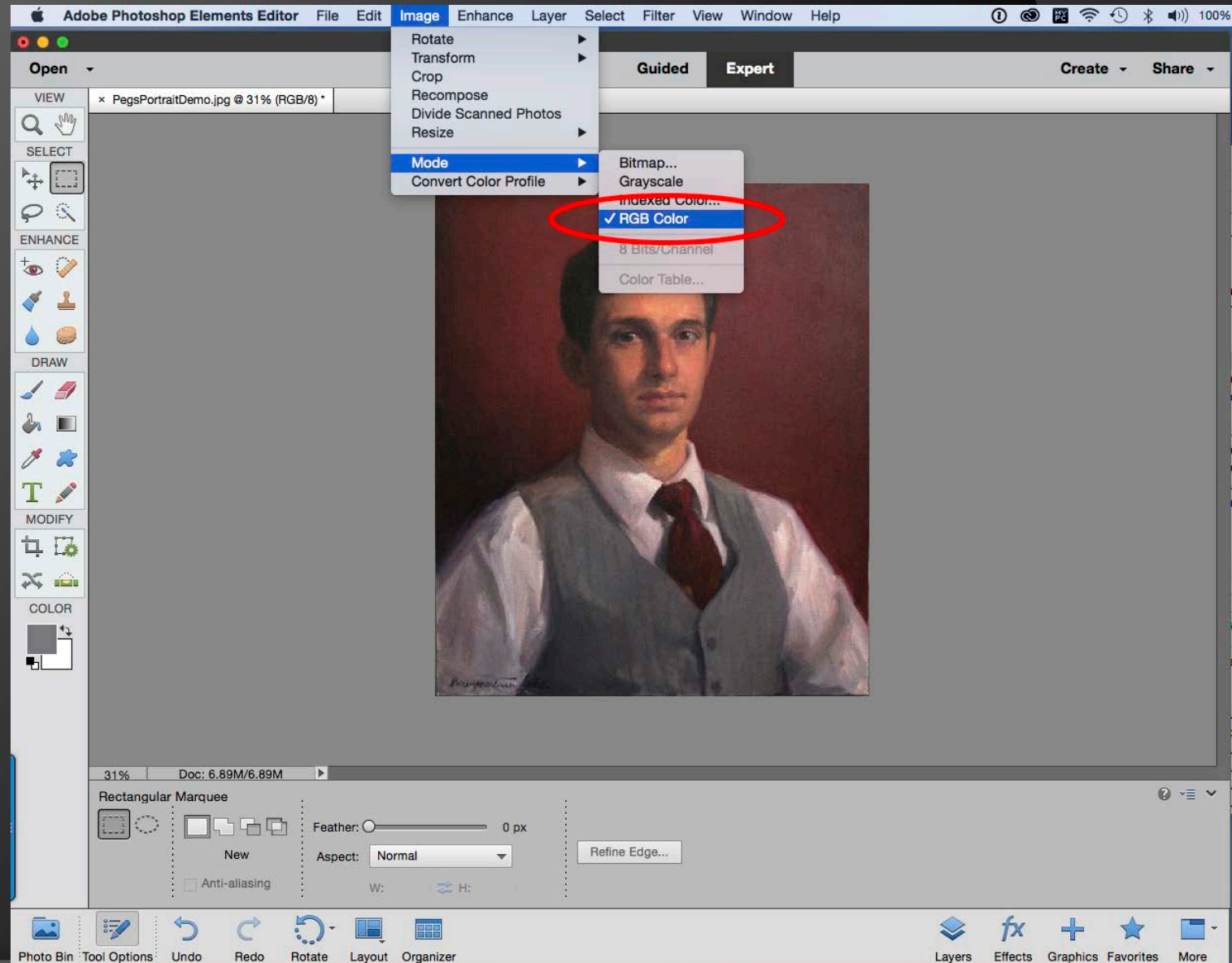
# Getting rid of creepy crawlies.

- After you complete the correction, you might see little “creepy crawly snake-like” things on your image.
- Just click the Marquee tool on the left toolbar and then click anywhere on the gray part of the window. They will disappear.



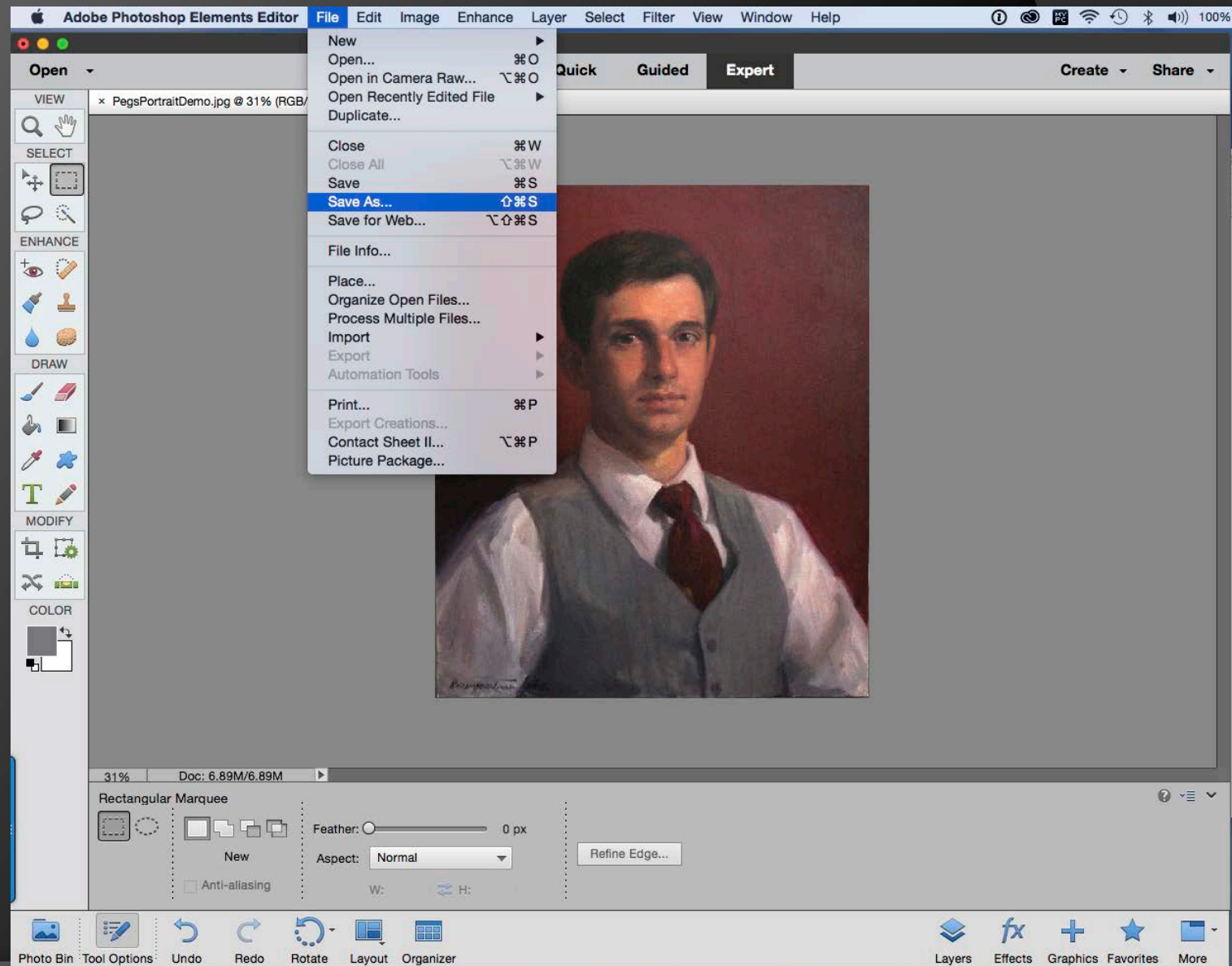
# The Color Profile.

- The biggest difference between the professional version of Photoshop and Photoshop Elements is that Elements can't resave files to **CMYK** for print.
- You can play with a lot of options, but if you want to print this file on post cards, business cards, etc., you have to have it converted to four color.



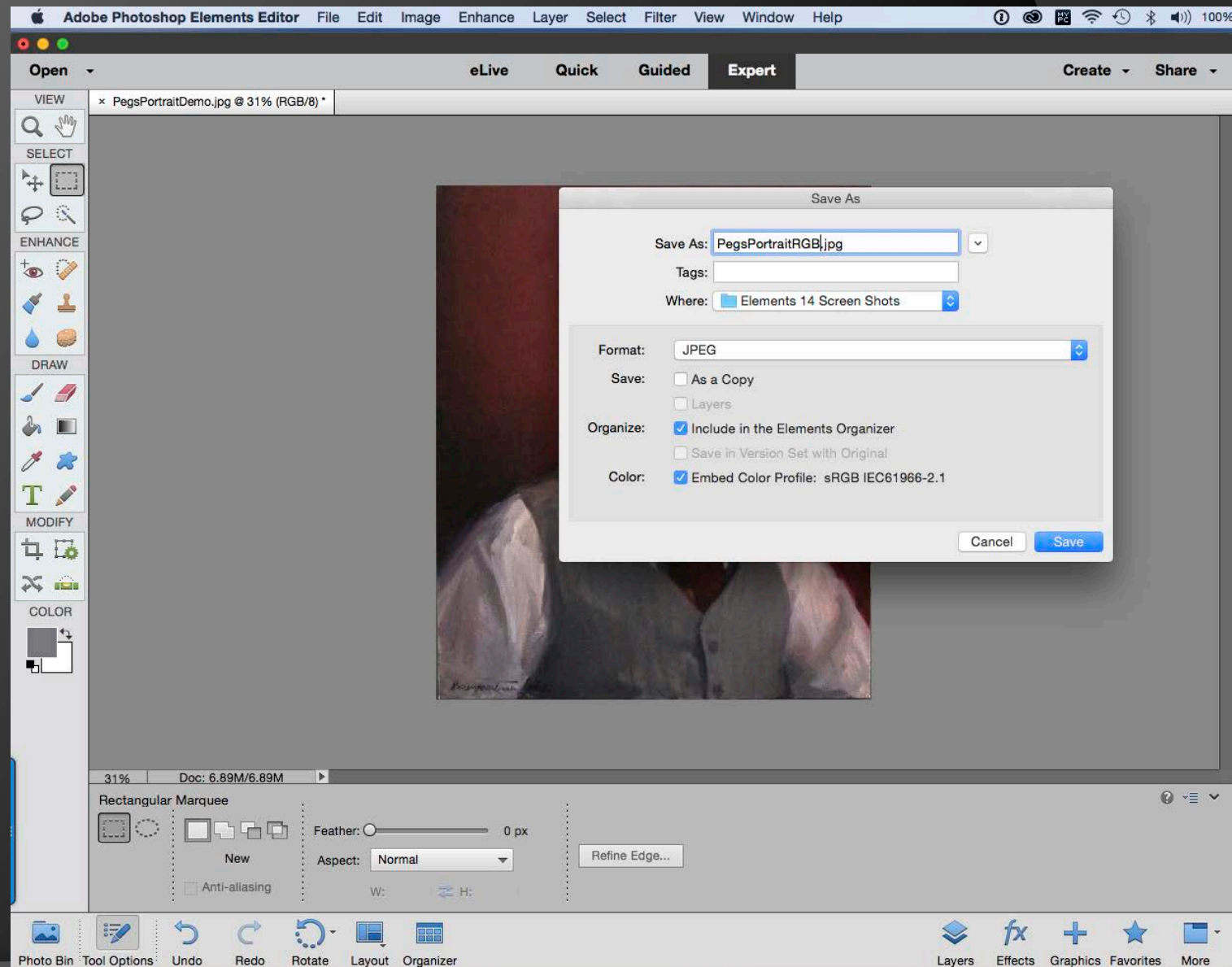
# “Save As” the file again.

- At this point you should rename the corrected file with the color profile to keep for future resizing and renaming for specific competition entries.



# Rename the file again.

- ALWAYS include the color profile format (**RGB**) in the resaved file name.

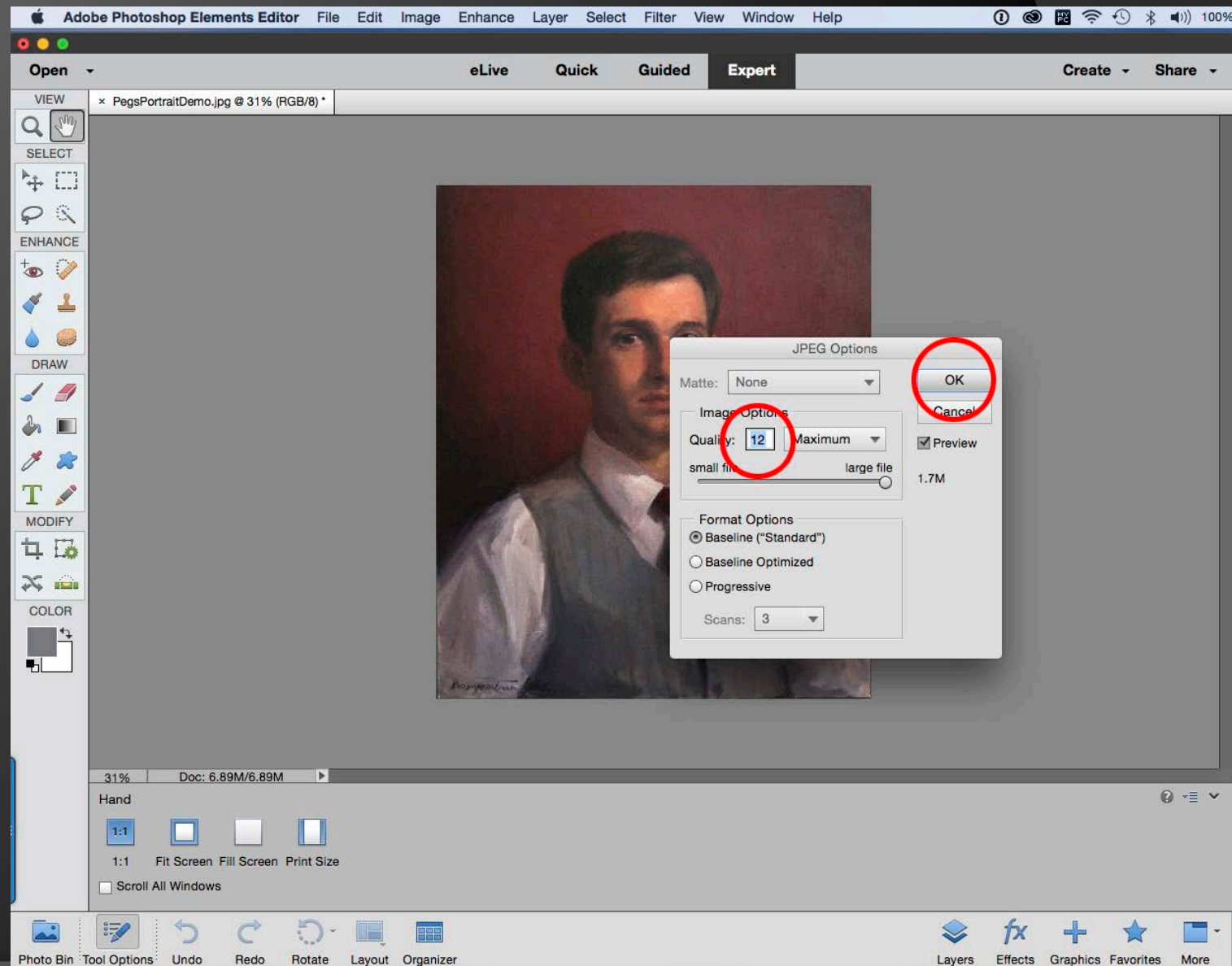




# Save the file again.

Make sure you always save any file with Maximum JPEG options. Then hit OK.

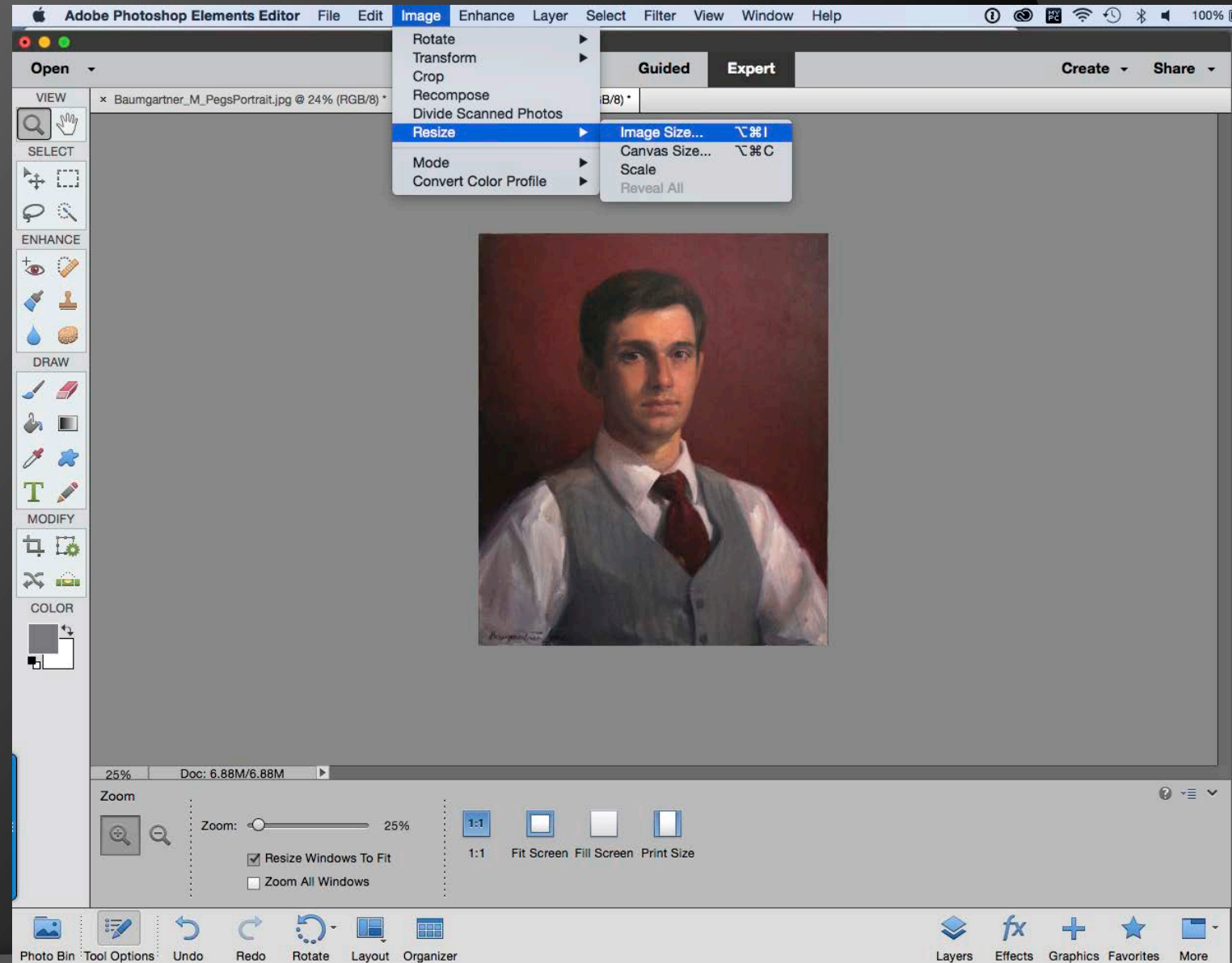
- Put it in your folder with the original image.





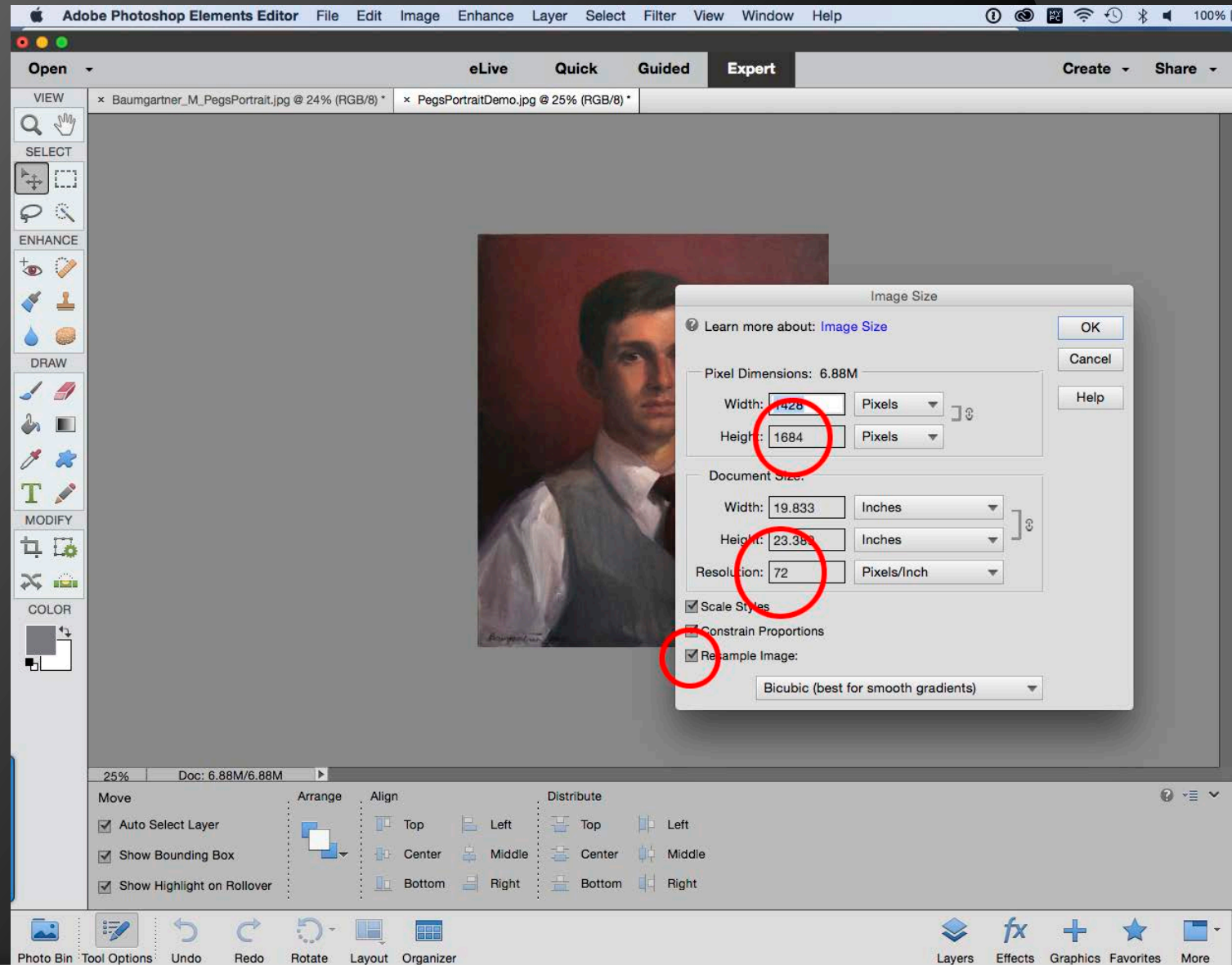
# Resize your image.

- Since most point and shoot cameras shoot at 72 ppi/dpi (pixels per inch or dots per inch), you will usually have to reset the image size for any competition.
- From the top Menu, click and hold down **IMAGE**. Scroll to **RESIZE** and click on **IMAGE SIZE**.



# Changing the image settings.

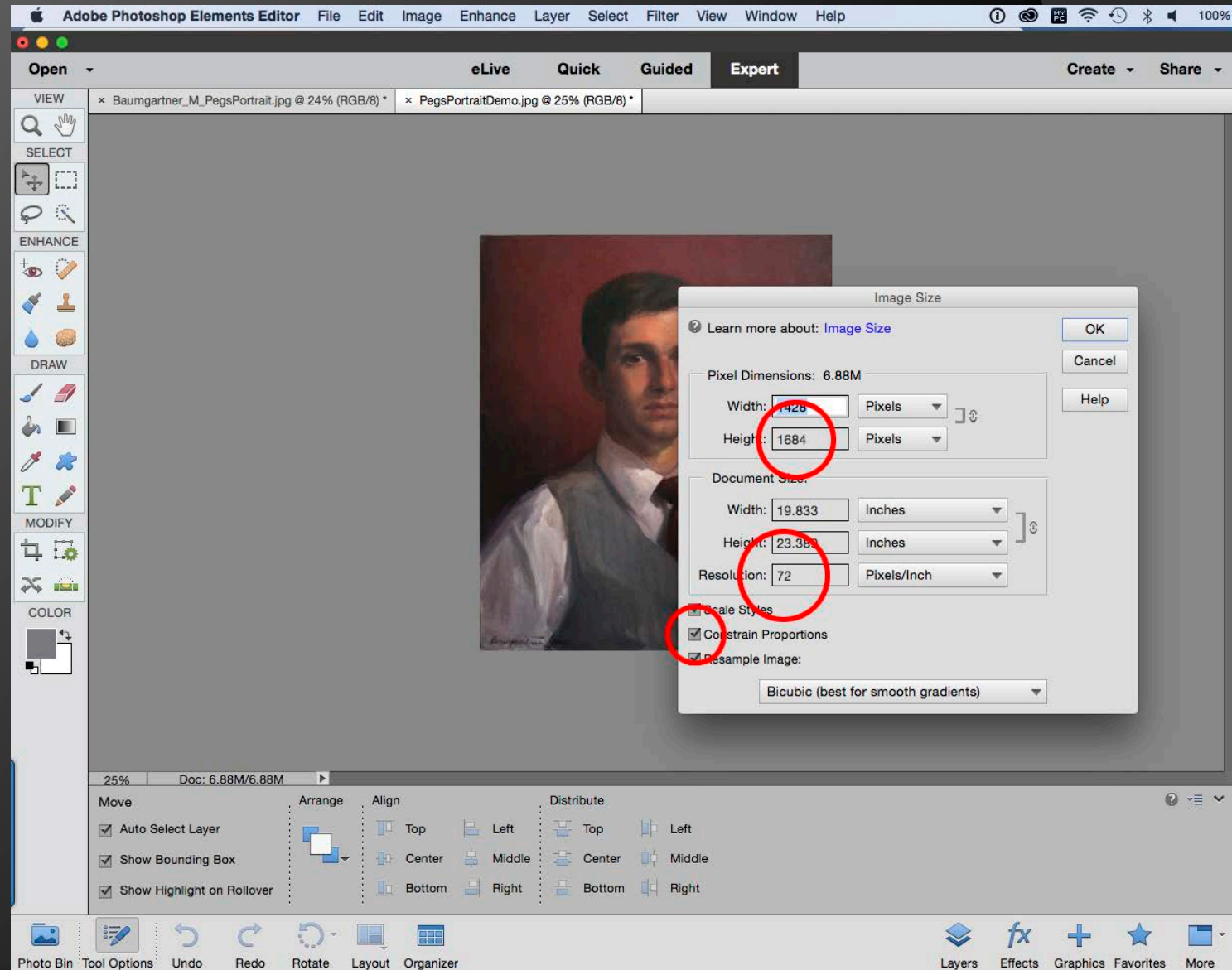
- This is what you will see next.
- Note that the Resolution is at 72 pixels per inch (ppi).
- Make sure the Resample button is checked.



# Changing the image settings.

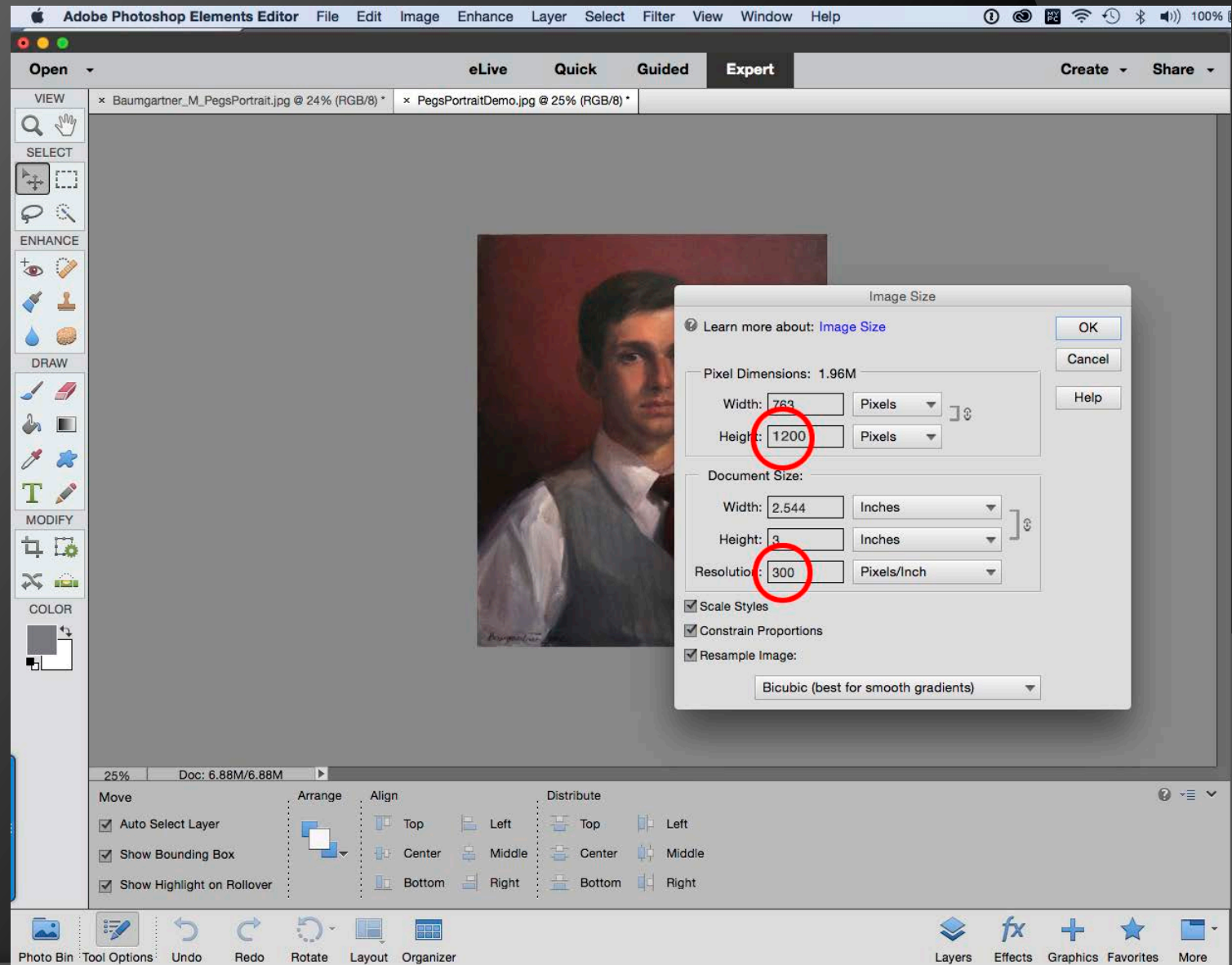
- You now have the ability to change the Resolution **AND** the Pixel Dimensions!

**NOTE:** Always check to make sure the Constrain Proportions check box is checked. It should be by default, but always check this.



# Change the settings.

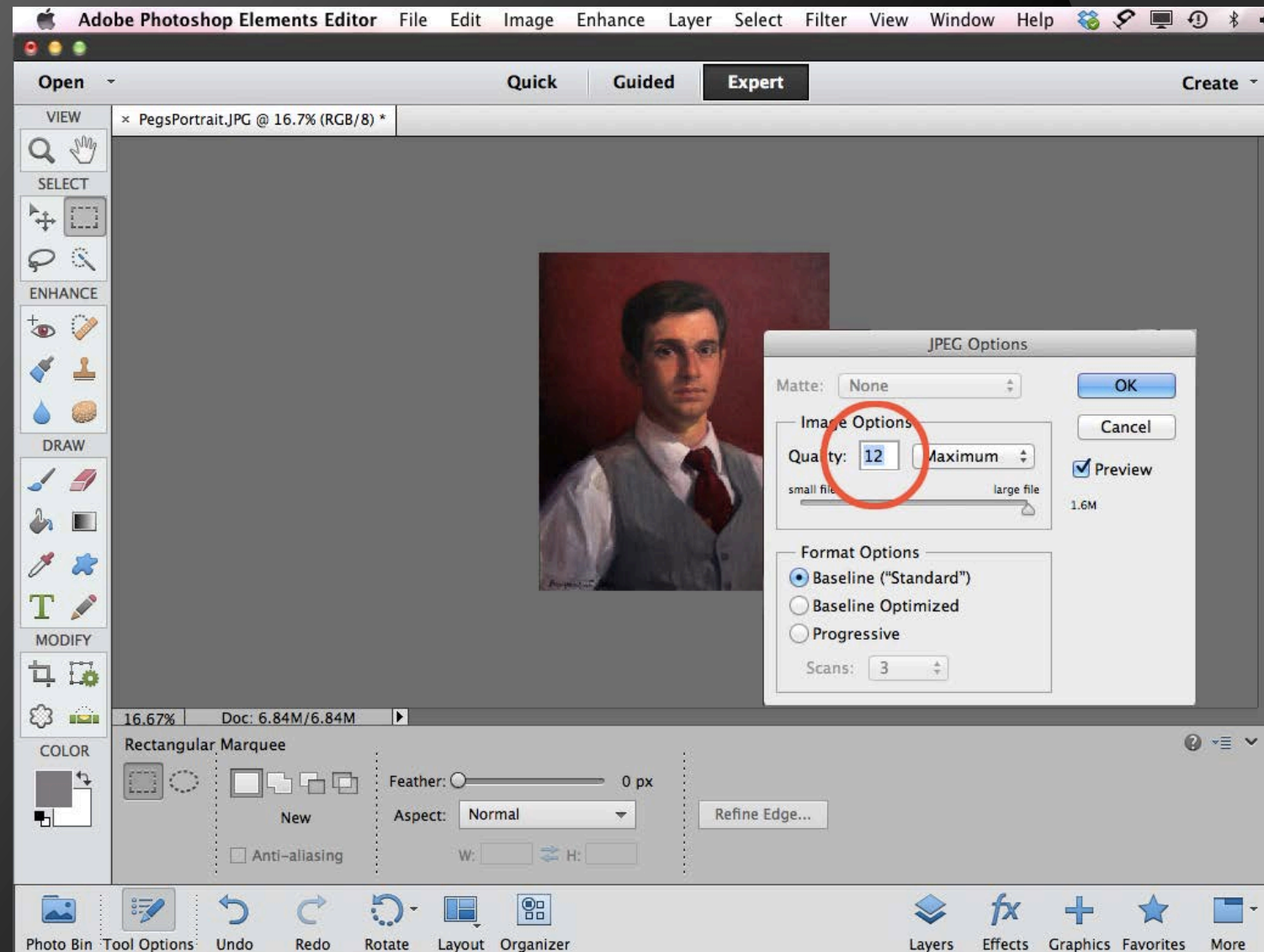
- All you have to do is highlight the **Resolution** setting and type in whatever the prospectus requires. **ALWAYS DO THIS FIRST!** Then highlight the Pixel Dimensions and type in the dimension. Most competitions have you use the longest side of the painting.
- Make sure you check the specs for different competitions. They may vary.





# Choose your option.

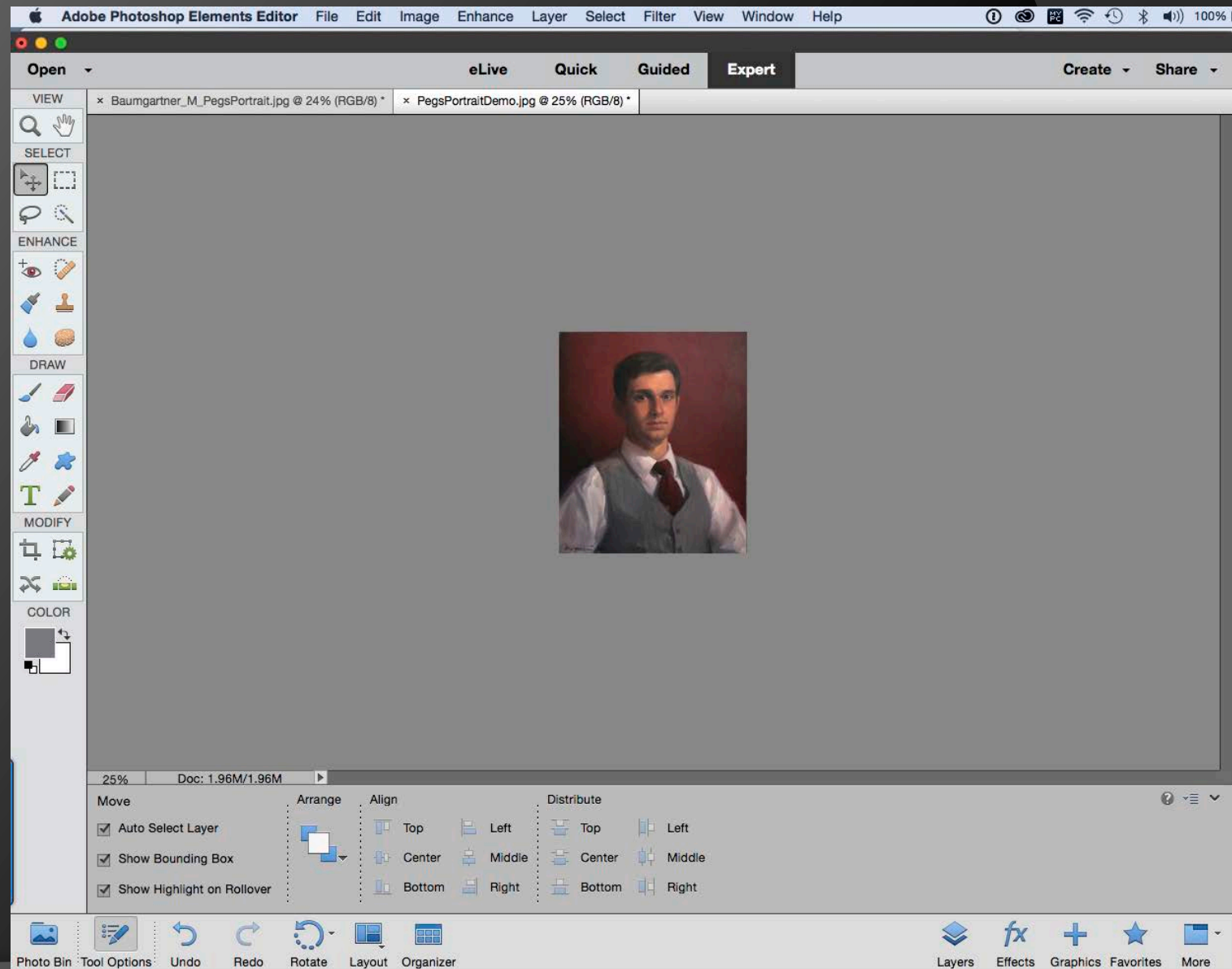
- Make sure the Quality is set to 12 and hit **OK**.





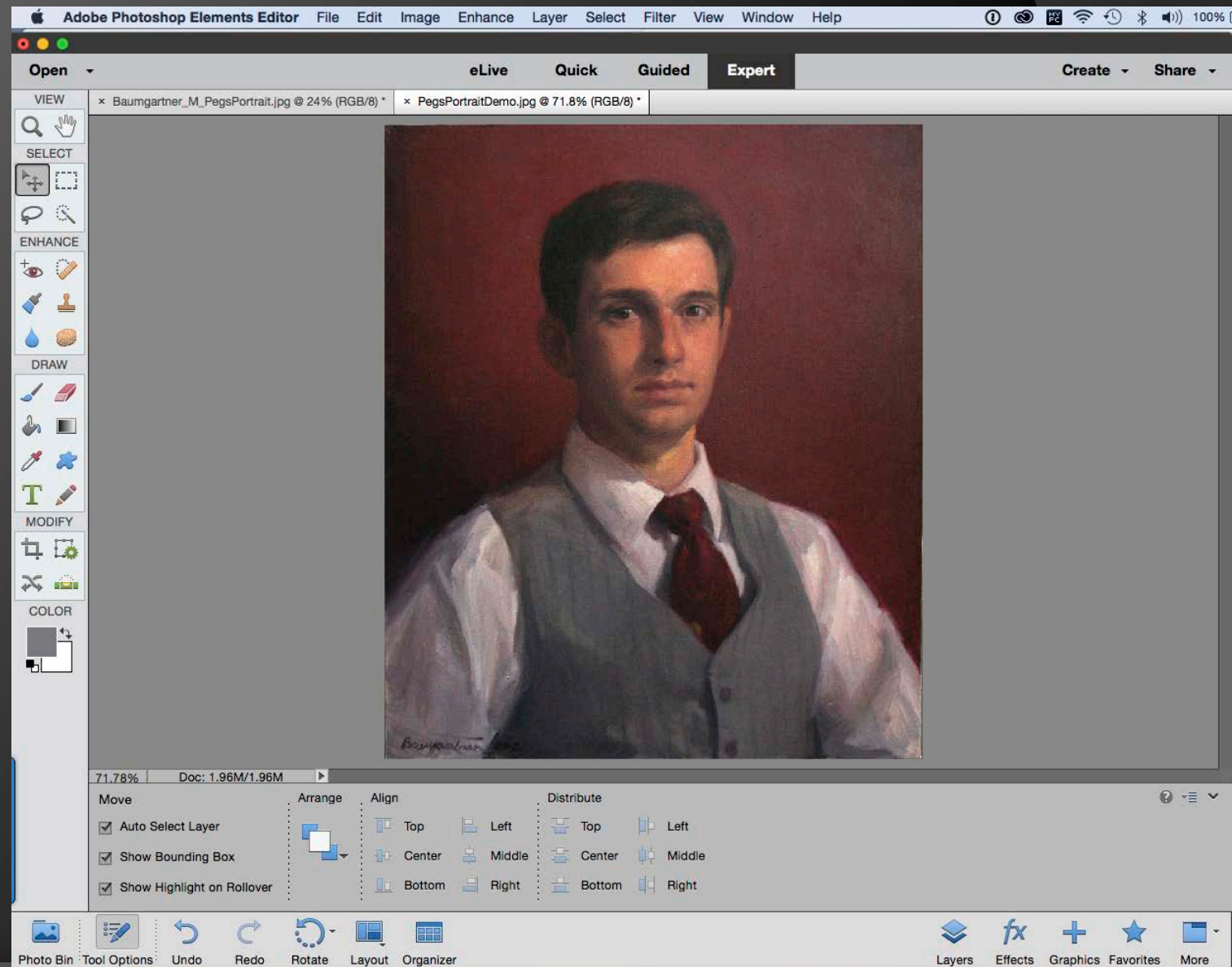
# Change the settings.

- This is what your image will look like after you reset the resolution and pixel dimensions.
- **DON'T WORRY!  
THIS IS  
CORRECT.**



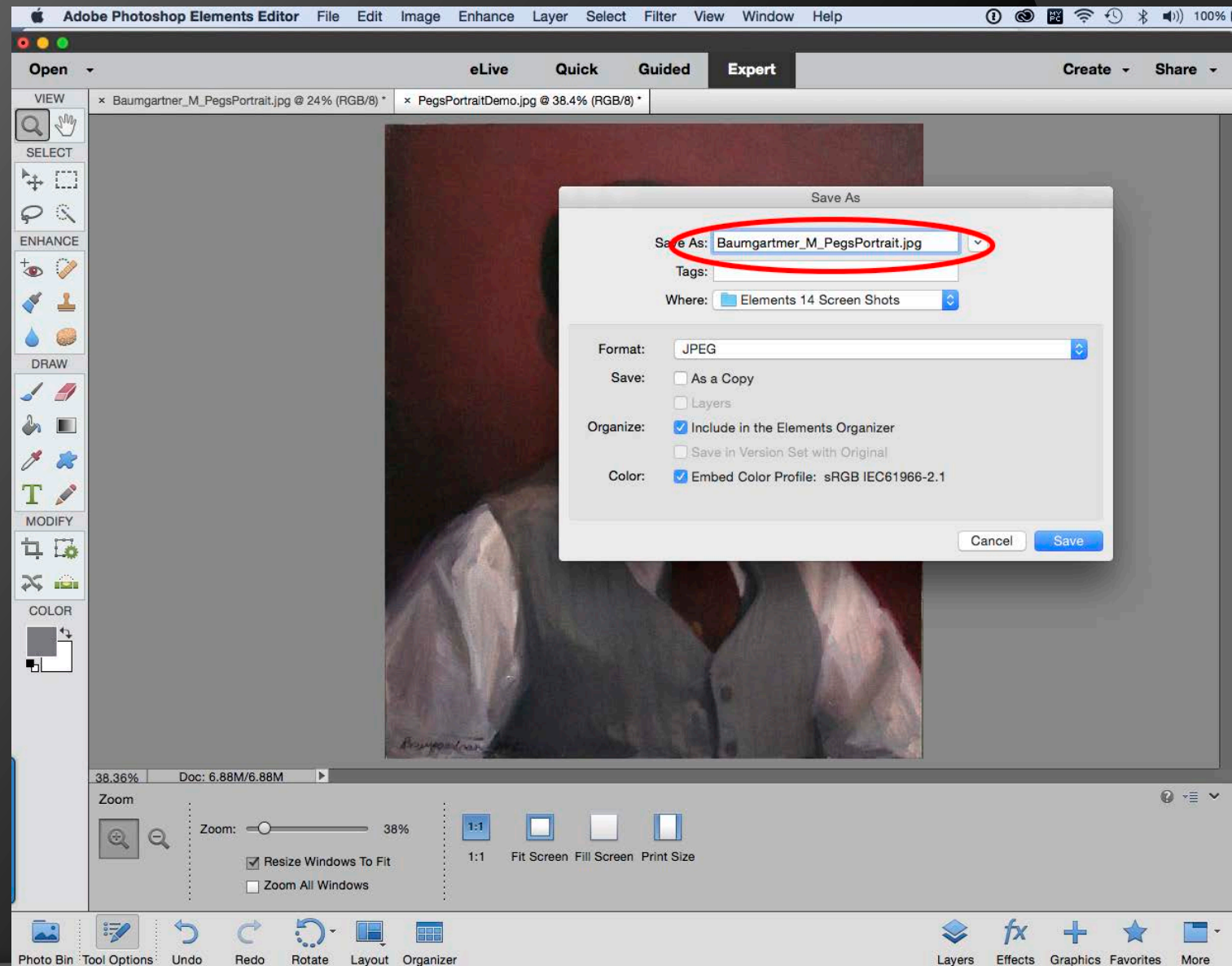
# View at a larger size.

- If you want to see the image a little larger, you can go to **VIEW** and scroll down to **Fit on Screen** or use the little magnifying glass at the upper left hand corner of the tool bar to increase the size.
- If you want to see the clarity of your file close up, choose **Actual Pixels** or **Print Size**.



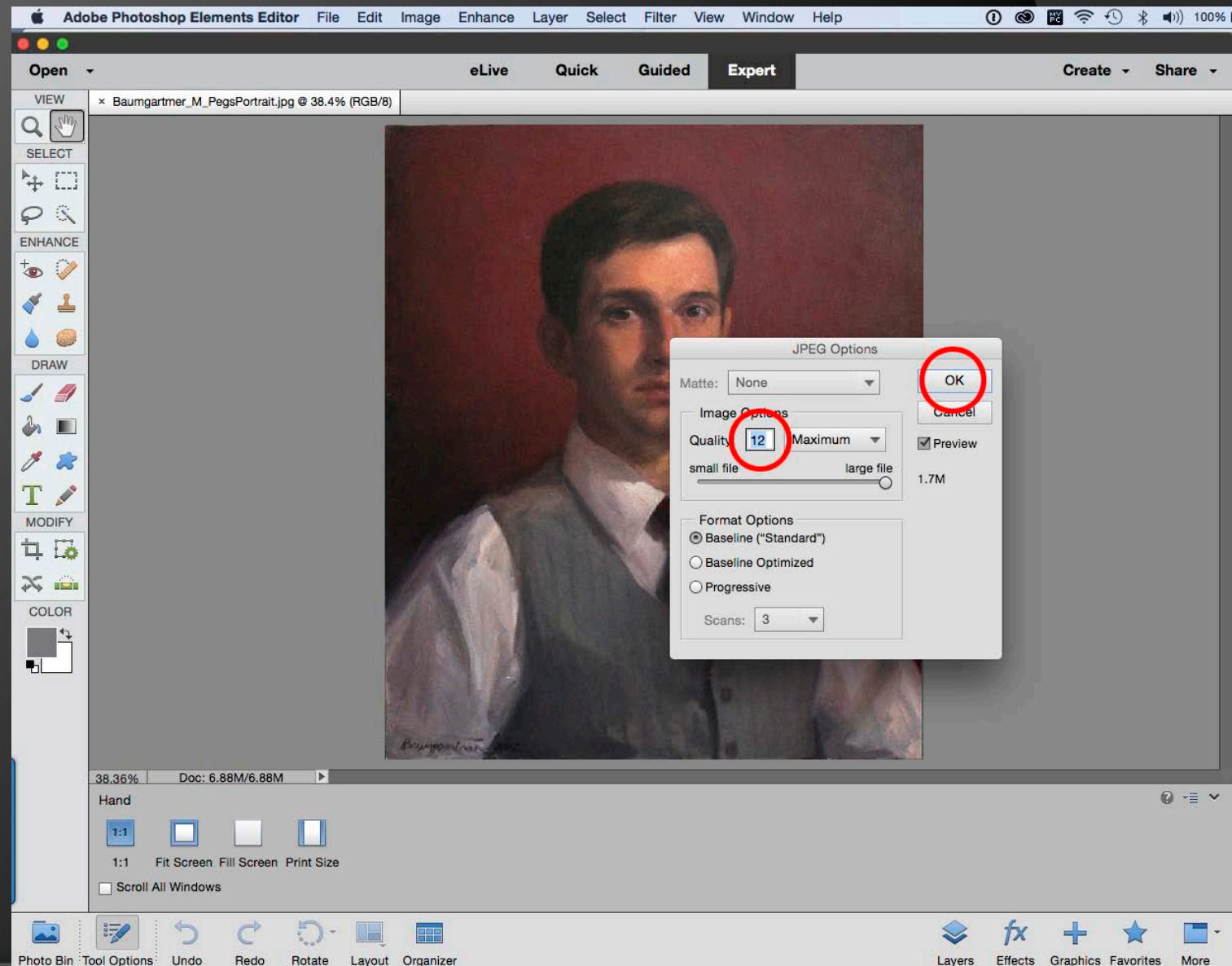
# Renaming your file.

- The image is all done!
- Click **File/Save As** once again to see the dialog box to rename the file.
- Make sure you read the prospectus carefully as to how they want you to rename the file.
- Hit Save.



# Renaming your file.

- Make sure it is set on **12** again and hit **OK**.





Congratulations!  
You've done it!